



Muhammad Umair Shahid

Cell # 0314-7566004



Address: House No. 2 Kucha Arbab Sher Ali Near Passport Office Quetta

CAREER OBJECTIVE

To work in a company where I can use my skills in purchasing, managing inventory, and handling accounts. I want to help the business grow by improving processes, working well with suppliers, and giving my best every day.

PERSONAL PROFILE

- Father Name : Shahid Hussain
- Date of Birth : 14-August-1991
- Nationality : Pakistani
- CNIC : 55302-4599070-7
- Religion : Muslim
- Local : Quetta
- Marital Status : Single

ACADEMIC QUALIFICATION

DEGREE	SUBJECT	DIVISION	BOARD
Matric	Science	2 nd Division	FBISE Islamabad
FSC	Pre Medical	2 nd Division	BBISE Quetta
BSC	Science	2 nd Division	UOB Quetta

WORKING EXPERIENCE

ACCOUNTANT AND PURCHASE OFFICER

Green BBQ, Quetta

October 2023 – Present

- Bought supplies and materials needed for the restaurant and kept track of inventory.
- Handled the budget and made sure all accounts were accurate and up to date.
- Found ways to save money, reducing expenses by 15%.
- Worked with suppliers to ensure we had everything we needed on time.
- Trained junior staff to use accounting tools and do their jobs better.

PURCHASE OFFICER

Quetta Food Club, Quetta

November 2022 – October 2023

- Searched for reliable suppliers and got the best deals for the company.
- Kept stock levels organized to avoid waste and save money.
- Worked with the kitchen team to plan purchases based on what was needed.
- Checked supplier quality and solved problems when items didn't meet standards.
- Improved the process of buying goods, making work faster and more organized.

CASHIER

Dalaan Bakery, Quetta

February 2020 – November 2022

- Managed daily cash payments and kept records without mistakes.
- Gave excellent service to customers, making sure they were happy.
- Created daily sales reports for managers to track earnings.
- Helped with stocking shelves and keeping the shop neat and ready for customers.
- Supported promotions and events, helping to increase sales by 5%.



CERTIFICATE

- DIT
- MS Office
- Internet Browsing

SKILLS

- Leadership
- Team Building
- Customer Service
- Crisis Management
- Organization

LANGUAGE

- English
- Urdu
- Pashto
- Sindhi

REFERENCE

- Available upon request