



Contact

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Email

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Address

Lahore, Pakistan

Computer Courses

- **Foundation**
(Microsoft Office, Outlook, Word, Excel, PowerPoint, Access etc.).
- **Graphic Designing**
(Adobe Photoshop, Corel Draw)
- **Other**
Hardware, Internet Troubleshooting, LAN/WAN, Browsing, Connectivity, Windows XP/7.
- **Customer Service Training**
from PTCL contact center customer services Training Program Lahore.

Education

- **Bachelor of Arts (B.A)**
University on the Punjab

Gym Instructor

- Having more than 10+ years one-on-one working experience with clients to determine their specific fitness needs and goals
- Instruct individual clients or client groups on proper and safe equipment usage
- Ability to demonstrate proper use of gym equipment
- Strong knowledge of fitness techniques and methodologies.

Language

English, Punjabi, Urdu

MUHAMMAD USMAN

Sales Supervisor

To obtain a key skill in a reputed career organization where I can utilize my skill developed during studies and learn according to the current environment to get myself fit for forthcoming challenges and prove myself as a professional.

Work Experience

- **(Sep-2022 to Sep-2024)**
Abr Alqamar Food stuff Trading co. L.L.C, Al Ain UAE.
Sales Supervisor (Food Company)
 - Employing Selling Passion & Positive Attitude To Increase Sales
 - Achieving Sales Objectives
 - Keen Understanding Of Best Sales Practices
 - Understanding customer needs & offer support/solutions after discussion & approval from seniors
 - Building a new customer base & retain existing customers by providing excellent customer service
 - **(Mar-2021 to Jun-2022)**
House Of Dresses Sharjah, UAE
Sales Coordinator (Clothing Brand)
 - Provide first-class customer service in a timely, friendly, and knowledgeable manner via face-to-face interaction
 - Support the store manager in all kinds of operations in the store
 - Ensured that the store is clean, safe, and presentable for customers
 - Maintained visual standards on the sale floor and provide excellent customer service
 - **(Aug-2019 to Jan-2021)**
The House of APHRODITE, Block C 1, Gulberg III Lahore. Pakistan
Sales Assistant (Ladies Clothing Brand)
 - Building and maintaining relationships with clients and key personnel within customer companies.
 - Letting customers know about other products the company offers.
 - Working closely with Account Managers and Sales Consultants.
 - Passing leads to the sales team and following up on progress.
 - Liaising with internal departments to ensure client needs are fulfilled
 - **(Feb-2016 to Mar-2019)**
AIMS TEXTILE SERVICES, Lahore Pakistan
Admin Officer and Management
 - Monitoring and maintaining office equipment and inventory supplies and orders replacement supplies as needed.
 - Creating, updating, and maintaining records and databases.
 - Updating office policies and procedures.
 - Scheduling company calendar and updating as needed
 - Preparing reports on expenses, office budgets, and other expenditures
- ## STRENGTHS
- Highly motivating, creative, and innovative mind.
 - Self Motivated/Hard working.
 - Quick learner of new Technologies
 - Good Problem Solver