

CORE COMPETENCIES

- Ms-Office
- Ms-Word
- Ms Power Point
- Urdu In Page Typing
- Adobe PhotoShop
- Adobe Illustrator
- Adobe Lightroom
- Video Editing

EDUCATION

- **ATATURK PUBLIC SCHOOL**
Karachi SSC Computer
Science (Year – 2017)
- **GOVERNMENT NATIONAL
COLLEGE Bahadurabad HSC**
Pre-Engineering
(Year-2019)
- **GOVERNMENT
MONOTECHNICAL
INSTITUTE Gulistan-e-
Jouhar Karachi**
DIPLOMA IN D.A.E
Electronics Technology
(Year-2019)

ADDRESS

- House #N-385 Block-12
Gulistan-e-Jouhar Karachi.
- Contact : 03302724184
03170223125

PERSONAL DETAILS

- Date of Birth : 17 November
2001
- Linguistic Abilities: English
- Mother Tongue : Urdu
- C.N.I.C : 42201-7613127-7
Nationality : Pakistani

MUZAMMIL SOHAIL

Contact: 0317-0223-125 | E-Mail: muzammilsohail2001@gmail.com

RESTAURANT OUTLET MANAGER

Offering over two years of experience

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

January 2020 to Current

SAIMA MALL FOOD COURT Karachi, Sindh

OUTLET MANAGER ACCOUNT'S ASSISTANT ADMINISTRATION OFFICER

WORK RESPONSIBILITIES

- Resolved problems, improved operations and provided exceptional service.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing and technology upgrades.
- Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.
- Recorded inventory sales into organization's weekly income report.
- Conducted monthly inventories of raw materials and components on work floor.
- Reviewed and monitored scheduling, purchases and other expenses to maintain quarterly budget.
- Analyzed and interpreted store trends to facilitate planning.
- Managed inventory control, cash control and store opening and closing procedures.
- Reviewed performance data to monitor and measure productivity, goal progress and activity levels.

WORK EXPERIENCE

January 2019 to December 2020

THE REAL MARKETING PVT Ltd. Karachi, Sindh

GRAPHIC DESIGNER

WORK RESPONSIBILITIES

- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Applied knowledge of production to create high-quality images.
- Applied creative expertise to present marketing concepts.
- Developed creative design for print materials, brochures, banners and signs.
- Created digital image files for use in digital and traditional printing methods.