

## 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 June 2022**

**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.