



# Mr. Ferhan Saeed

**Date of Birth:** April 02, 1985  
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**Nationality:** Pakistani  
**Current Address:** Hor Al-Anz, Dubai

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## Objective

“I am an outgoing and energetic young professional, seeking an opportunity that fits my professional skills and personality and enables me to work as a part of a team in challenging environment for achieving excellent results”.

## Professional Experience

- **Worked as a Account Receivable Clerk at Belmorris Hotels & Resorts, Multan from October, 2017 to August, 2022.**  
Major responsibilities include:  
Handling all accounts receivable activities on daily basis  
Making vouchers  
Arranging all invoices on daily basis  
Daily Cash Controls  
Booking invoices
- **Worked as a Store Assistant in Premier Stores, Dalry Road, Edinburgh, Scotland from June, 2015 to August 2017.**  
Assist customers by identifying products to suit their needs.  
Processing sales transactions and customer refunds.  
Stock control and accepting new shipments.  
Contributing to the smooth running of the store.  
Enforcing in store security and health safety regulations and procedures  
Delivering exceptional sale services for improved customer satisfaction.  
Create merchandise display.  
Team leadership duties including managing store employees, provide training regarding store policy, procedure and various product education.  
Manage the appearance of the store in conjunction with the store priorities.
- **Worked as Floor Manager at Kashmir Valley (Indian & Pakistani Restaurant) Tranent, Edinburgh from January, 2012 to May, 2015.**  
Responsible for helping the restaurant meet service, sales and profit objectives.  
Supervising and directing associates in daily work activities.  
Manage daily operations and POS function as well as reporting to General Manager.  
Formulating work schedules and maintain good customers and public relations within the community.

Self-motivated with the higher degree of integrity, honesty and ethics, ability to multi-task and change priorities constantly as needed in fast paced environment.  
Ensuring proper compliance with cash control procedures.

- **Worked as Area Sales Manager at Sanabil International, Sahiwal from May, 2005 to August, 2011.**

Responsible for coaching, resolving issues and serving as a link between subordinates and upper management.

Help companies to meet customer acquisitions and revenue growth targets by keeping company competitive and innovative.

Also responsible for maximizing sales team potential, crafting sales plan and justifying those plans to upper management.

## **Education**

- **MBA(Specialization in Marketing)** Degree Completion (2013)  
Columbia Common Wealth University, London
- **MA (Political Science)** Degree Completion (2008)  
Bahauddin Zakariya University, Multan
- **BSc (Mathematics, Statistics and Economics)** Degree Completion (2004)  
Bahauddin Zakariya University, Multan

## **Skills & Capabilities**

- Strong problem-solving skills and exceptionally fast learner.
- Good communication skills.
- Time Management
- Ms-Office, XP.
- Psychological capabilities to understand human nature.
- Management
- Customer Relationship Management
- Presentation skills
- Great attention details
- Ability to calculate and manage accounting figures