



CONTACT ME



Old Al Ghanim, Doha, Qatar



sohaildurrani66@gmail.com



71257540



PRO SKILLS

- MCSE(Microsoft certified system engineer)

LANGUAGES

- English
- Hindi

SOHAIL AHMED KHAN DURRANI

SUPERVISOR

EMPLOYMENT HISTORY

Supervisor

22-04-2023 to Currently Working
Atwaq Trading Company Qatar
Freelance Visa

Manager

02-09-2018 to 15-12-2022

Chai Studio Cafe & Restaurant Lahore

Manage all the operational activities on daily basis. Manage staff, assign duties, check staff hygiene, attendance & staff performance on daily basis. Ensure excellent customer service, manage customer complaints, floor cleanliness all the time. Ensure kitchen and other demands to be on time, coordinate with vendors and suppliers. Monitor kitchen cleanliness and food quality on daily basis. Monitor daily, weekly and monthly reports for sales and expense. Train new hires.

Supervisor Non-food(DPH)

28-04-2013 to 07-01-2017

Mega Mart UAE

Monitor staff & merchandiser hygiene, schedule shifts. Monitor Section and shelves cleanliness, day to day merchandising. Order and maintain stock availability as required on floor and back area, apply FIFO rule on all the items. Manage and merchandise promotion items racks. Manage work flow. Manage customer service. Follow department and company procedures.

Cashier Supervisor

17-08-2010 to 22-11-2012

Alfatah Supermarket Pakistan

Train and assist cashier's. Monitor Cleanliness of checkout area & cashier hygiene. Audit and collect cash register at the end of shift and deliver to accounts with accuracy. Ensure excellent customer service and handle complaints at checkout. Creating documents for cash register closing and day closing reports. Void items wrongly punched by cashier with reason. resolving issues with POS system. Follow company rules and procedures.

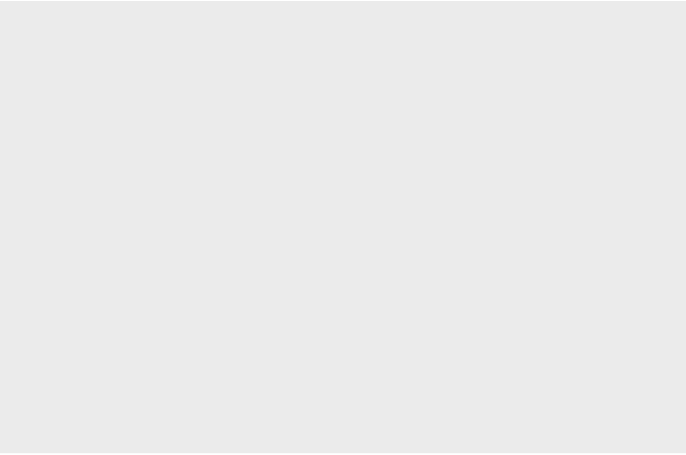
Cashier

17-09-2007 to 25-06-2009

Metro Cash & Carry Pakistan

Greet Customers. Handle cash with accuracy and give change. Scan items properly. Redeem coupon if any. Maintain cleanliness of workplace. Return of items quickly left by customers at checkout area. Keep record of card slips and vouchers. Make closing reports with accuracy.

EDUCATION



Bachelor of Arts

1998
University of Punjab
50 %

Matriculation

1994
Pakistan Steel Cadet College
70 %