

MUHAMMAD ADNAN ASHIQ HUSSAIN

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Fresh, dynamic, and driven professional focused on gaining experience in the corporate world and capitalize on the knowledge and abilities gained via qualifications with zest and a proactive approach. Seeking a challenging career with a progressive and reputed organization.

EXPERIENCE

June 2019 – Sept 2022

OPERATION SUPERVISOR, DISPATCHER, SWAN.INC

- Ensuring the online orders are timely picked, packed, and dispatched.
- Coordinating with the operations manager and formulating dispatching plans and ensuring it is implemented properly.
- Handling one of the biggest chains in Dubai – Union Coop along with other famous chains such as Al Maya, Aswaaq, Baskin Robbins, etc.
- Gained Experience in Team Planning, Team Building and Training in a cross functional environment while working closely with the Area Manager.
- Ensuring to keep all the records for cash safe and providing when required for reconciliation.

MAY'2015 – May,2019

DELIVERY SUPERVISOR, CHARLEY PHILLY STEAK RESTAURANT

- Keeping record of all the documents held for the company.
- Online delivery issues reporting directly to the head Manager.
- Ensuring any complaints from any retailer is solved promptly.

EDUCATION

JUNE 2005

MATRICULATION, MULTAN BOARD-PAKISTAN

Management and Marketing

JUNE 2003

SECONDARY SCHOOL, GOVT 138/9L-SAHIWAL

Mathematics, Business, Urdu

JUNE 2000

PRIMARY SCHOOL, GOVT 138/9L-SAHIWAL

Mathematics, Business, Urdu

SKILLS

- Proficient in MS Word and MS PowerPoint
- Excellent written and oral communication skills
- Vigilant
- Strong observation skills
- Ability to handle pressure
- Strong follow-up skills
- Enthusiastic and Fast Learner
- Team player
- Excellent interpersonal and intrapersonal skills
- Proactive
- Responsible and Hardworking

ACTIVITIES

- Participated in The Politik 15 which was facilitated by Sahiwal Social Sciences Club.
- Member of WWF-Pakistan, support nature conservation
- Active humanitarian work in Darul Sukoon- Sahiwal
- Held a Diabetes Awareness Drive at Clean Punjab
- Formulated detailed Marketing Plan to help a home-based emerging company as field project
- Organized recycling campaign at for the various project by Punjab Gov

