

Tousif Abbas

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Current Address: Sheikhan Post Office Same, Tehsil Lalian, District Chiniot



OBJECTIVES

To achieve professional excellence in a challenging environment and contribute towards the growth of an organization that offers opportunities for professional and personal growth

PROFESSIONAL EXPERIENCE

Aug 2021- July 2023 **Store Supervisor**
Aqeel Traders, Chiniot, Pakistan

Key responsibilities

- Completed daily and weekly status reports for the store
- Performed monthly and daily meetings with the assistant store manager and store manager to evaluate schedules, events, and activities.
- Maintains orderliness, cleanliness, and efficient store flow

Mar, 2019- Jun 2021 **Store Supervisor**
Sadaqat Limited, Faisalabad, Pakistan

Key responsibilities

- Completed store daily and weekly status reports
- Conducted daily and weekly meetings with the Store Manager and Assistant Store Manager to review activities, activities, and schedules
- Ensures smooth store flow, orderliness, and cleanliness

ACADEMIC QUALIFICATION

2016 - 2020 **BS (Hons.) Urdu**
Government College University Faisalabad

CERTIFICATIONS

- IOSH Managing Safety

PERSONAL SKILLS

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate

TECHNICAL SKILLS

- MS Office (Word, Power Point, Excel)

PERSONAL PROFILE

Date of Birth:	01-10-1997
Gender:	Male
Nationality:	Pakistani
Language:	English, Urdu, Punjabi

References

- Will be provided on demand