**Umar Ghaffar**

Rochdale

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## Profile

I have a positive and professional attitude to any task I undertake. I take a lot of pride in my work and I am an excellent timekeeper. I am friendly, mature and responsible and I believe I would be an excellent team member within your organisation. I would like to find employment where my current skills can be utilised, and new ones developed. I am willing to undergo further training if required to benefit my employer. I would welcome the opportunity to discuss my skills and experience further within an interview situation.

## Skills/Abilities

* Highly Motivated
* Punctual and Hardworking
* Flexible and adaptable – able to work well individually and within a team
* Excellent interpersonal
* Energetic and physically fit
* IT Literate

## Employment History

**Since 2016, I have spent some time out of employment to care for my Grandparents. However, I now feel it is the right time for me to return to employment and have been actively seeking a new and exciting opportunity.**

**JD Warehouse, Rochdale 2015**

**Warehouse Operative**

Duties Included:

* Picking items from stock to match the customer's order sheet
* Use voice-activated picking machines and hand scanners
* Put items into a trolley or carrier to be sent for packing
* Unloading deliveries from delivery lorries and assisting with the distribution of goods to their correct storage locations
* Restocking shelves using items from storage areas to ensure inventories are always full
* Meeting picking speed and efficiency targets as specified by Supervisors

**JD Willams, Shaw 2016**

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**99p Stores, Halifax 2009 – 2013**

**Store Assistant/ Assistant Manager**

Duties Included:

* Manage and motivate teams to increase sales
* Oversee recruitment and training of staff
* Keep track of stock and ordering
* Deal with queries, complaints and feedback from customers
* Analyse sales figures and forecast future sales
* Maintain awareness of market trends and monitor competitors
* Control budgets and costs
* Provide reports to senior company executives

## Education/Training

**NVQ Level 3 Business Studies**

Hopwood Hall College, Middleton

**NVQ Level 3 Computer Design Technology**

Hopwood Hall College, Middleton

SIA Qualified 2019

Educated to High School Standard

## References

Available on request