



Muhammad Najam Khan Lodhi

Retail Assistant

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Languages

Urdu

English

Arabic

Hindi

About

With a proven track record as a Shop Assistant at Copier.Pk and Mubarak Traders, I excel in customer service, sales strategies, and have extensive product knowledge in diverse sectors. Skilled with POS systems and proficient in multitasking, I thrive in dynamic retail settings, consistently meeting sales targets.

BRANDS WORKED WITH

Copier.Pk

Mubarak Traders

Experience



● Retail Assistant

Copier.Pk | Jul 2022 - Nov 2023

Assisted customers with product inquiries, offering detailed information and recommendations. Product knowledge about all Copier Machines Contributed to achieving and exceeding monthly sales targets through effective sales strategies. Conducted regular stock checks and restocking activities to meet customer demand. Utilized the point-of-sale (POS) system for smooth and efficient transactions. Ensured products were displayed in an organized and attractive manner, promoting sales. Participated in team meetings and training sessions to enhance product knowledge and customer service skills. Collaborated with colleagues to troubleshoot and resolve any operational challenges. Followed company policies and procedures diligently to uphold the standards of the retail establishment.

● Retail Assistant

Mubarak Traders | Jan 2019 - Jan 2022

Successfully managed multiple tasks simultaneously, including assisting customers, processing transactions, and maintaining store cleanliness. Worked collaboratively with team members to achieve collective goals and maintain a positive work environment. Product knowledge about heavy Machinery parts. Like CAT Demonstrated proficiency in using Microsoft Office and other relevant software for administrative tasks. Effectively addressed customer concerns and resolved issues to their satisfaction.

Education & Training

2024 - 2025

● Ravensbourne University

Master of Science in Computer Science,

2018 - 2022

● IQRA University

Bachelor of Science in Computer Science,