



Muhammad Abdullah

Retail Director and Manager

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Languages

Russian (Basic)

English (Native)

Urdu (Native)

Panjabi (Fluent)

About

I am an experienced retail professional with expertise in e-commerce, product sourcing, and customer support. I excel in inventory management, order fulfillment, and driving sales growth through effective marketing strategies. Adaptable in fast-paced retail environments and skilled at managing diverse retail tasks efficiently.

BRANDS WORKED WITH

ELC (ENGLISH LIFESTYLE COMMUNICATION)

MIROTVORETS EDUCATIONAL COMPANY

Experience

● E-COMMERCE MANAGER

| Jan 2024 - Jul 2024

- Product Management & Sourcing
- Shopify Store Setup & Website Development
- Domain Management & Professional Email Setup
- Theme Customization & Custom App Integration
- Social Media & Email Marketing
- SEO (Search Engine Optimization)
- Content Creation
- Analytics and Reporting
- Order Fulfillment & Inventory Management
- Packaging and Shipping
- Customer Support & Relationship Management
- Budgeting and Cost Management
- Sales and Revenue Tracking
- Time Management & Task Prioritization

● DIRECTOR | RETAIL AND WHOLESALE

| Apr 2023 - Dec 2023

- Running a Wholesale and retail Business in the "Sporting Goods" sector.
- Managing the Purchase, Transport, Sales, packaging and stacking of Sporting goods
- Managing The Design and construction of a sports Shop
- E-commerce
- Digital marketing
- Local Marketing
- Assisting and managing business collaborations and District-level Sports tournaments
- Promoting the online and offline Sales of Products
- Dealing with Clients, taking orders and managing timely delivery all over the country
- Managing Payments and Taxes
- Book-keeping
- Human Resource management

● TEACHER

ELC (ENGLISH LIFESTYLE COMMUNICATION) | Nov 2022 - Mar 2023

CONVERSATION TEACHER ELC (ENGLISH LIFESTYLE COMMUNICATION)

- Facilitate Engaging Conversations
- Language Proficiency Enhancement
- Individualized Instruction
- Assessments and Progress Tracking
- Communication Skills Development
- Confidence Building
- Professional Development

● Conversation Tutor

MIROTVORETS EDUCATIONAL COMPANY | Jun 2022 - Aug 2022

CONVERSATION TUTOR MIROTVORETS EDUCATIONAL COMPANY

- Organizing and delivering "Conversation Clubs" to enhance English language skills among camp participants
- Contributing significantly to the success of the "ADVENTURE ENGLISH CAMP MIROTVORETS 2022"
- Creating an engaging and enriching environment for all involved
- Demonstrating leadership, initiative, and dedication in organizing activities

Education & Training

- **London Metropolitan University**

BSC (HONS) HEALTH AND SOCIAL CARE,

2020 - 2022

- **Astana Medical University**

120 ECTS credits in Professional Medical Education , Medicine