

# MUHAMMAD SHAKEEL

Store Keeper | First  
Aider | Security / Gate  
Keeper | Sales Assistant



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📍 Riyadh

🇵🇰 Pakistan

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## 🎓 EDUCATION

F.A. (Intermediate)

## 🧠 CORE COMPETENCIES

**First Aid & Emergency Response**  
(CPR, Basic Life Support)

**Inventory & Stock Management**

**Store Operations & Record Keeping**

**Security & Access Control**

**Incident Reporting & Documentation**

**Customer Service & Sales Handling**

**Data Entry & Basic Computer Skills**

**Teamwork & Communication**

**Time Management & Discipline**

## 📄 PROFESSIONAL SUMMARY

Dedicated and results-driven professional with proven experience in inventory management, site security, customer service, and emergency first aid response. Demonstrates strong ability to maintain workplace safety, control stock operations, and respond effectively to medical and operational incidents. Highly disciplined, reliable, and capable of working under pressure in fast-paced environments. Committed to safety standards, teamwork, and operational excellence.

## 👛 PROFESSIONAL EXPERIENCE

### **Saudi Arabia**

First Aider

Duration: 6 Months Delivered immediate and effective first-aid response to workplace injuries and medical emergencies. Performed patient assessment, triage, and stabilization before transfer to medical facilities. Executed CPR, basic life support, and handled bleeding, wounds, fractures, and minor injuries. Monitored vital signs and ensured proper care until advanced medical support arrived. Maintained first-aid kits, ensured availability of emergency supplies, and conducted routine checks. Reported incidents accurately and supported workplace safety compliance.

### **Walk Footwear, Lahore**

Store Keeper

Duration: 6 Years Managed complete store operations including receiving, storing, issuing, and tracking inventory. Maintained accurate stock records and performed regular inventory audits. Ensured proper organization and storage of goods for easy access and damage prevention. Coordinated with staff and management to maintain smooth supply chain operations. Improved efficiency in stock handling through organized record keeping and monitoring.

### **Zanrose Industry, Lahore**

Gate Keeper

Duration: 2 Years Maintained strict control over entry and exit of personnel and vehicles. Ensured compliance with company security procedures and access control policies. Recorded visitor logs and monitored site activity to prevent unauthorized access. Reported incidents and suspicious activities promptly to management. Contributed to maintaining a safe and secure working environment.



## ADDITIONAL INFORMATION

### Iqama Status

Valid

### Transferable Iqama

Available

### Certificates

Available

### Availability

Immediate

### Reference

Available upon request

### Government Baker's, Mirpur AJK

Salesman

Duration: 5 Months Provided excellent customer service and handled daily sales transactions efficiently. Assisted customers in product selection and maintained positive relationships. Managed product display and ensured cleanliness and organization of the shop. Supported billing, order handling, and daily sales targets.



## LANGUAGES

English

Urdu

Arabic