



MUHAMMAD KASHIF

FOREMAN/DATA ENTRY

CONTACT

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Hor Al Anz, Dubai, UAE

VISA STATUS

- OWN VISA (Changeable)

EDUCATION

2018 - 2022

GHAZI UNIVERSITY

- BS Statistics
- GPA: 3.2 / 4.0

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Internet (Expert)
- Computer (Expert)
- Web Designing (WordPress)
- Graphic Design Canva (No Prof)
- Word & Excel (Expert)

LANGUAGES

- English (Fluent)
- Urdu/Hindi (Fluent)

PROFILE

Detail-oriented Foreman with 11 months of experience in a foodstuff packing company, overseeing production lines and ensuring efficient packaging operations. Skilled in supervising teams, maintaining quality control, and adhering to safety and hygiene standards. Proven ability to meet production targets and resolve operational challenges. Committed to optimizing workflows and delivering high-quality products.

WORK EXPERIENCE

Rain Mass Ind & Packing Food Stuff, Dubai

2024 - PRESENT

Foreman & Data Entry

- Supervised a team of 13 workers in daily foodstuff packing operations, ensuring adherence to quality and safety standards.
- Monitored production lines to meet output targets and maintained accurate records of inventory and equipment usage.
- Coordinated with management to schedule shifts and allocate resources, ensuring smooth workflow and timely order fulfillment.

Marshall Packers & Movers, Pakistan

2023

Accountant

- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts, and records are correct.
- Working with spreadsheets, sales and purchase ledgers, and journals. Recording and filing cash transactions.
- Processing expense requests for the accountant to approve. Bank reconciliation.

Marshall Packers & Movers, Pakistan

2022 - 2023

Supervisor

- Managed a team of 8 employees, overseeing daily operations and ensuring productivity targets were met.
- Conducted performance reviews, provided coaching, and fostered a positive work environment to enhance team morale.
- Trained new hires on company policies, procedures, and safety protocols, ensuring compliance and reducing onboarding time.

REFERENCE

Muhammad Khalil

Manager

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