

BASHARAT ULLAH KHAN

📞 03185033415 @ Bbasharatkhan55@gmail.com

📍 Islamabad, Pakistan



SUMMARY

A dedicated professional with experience in both construction and retail. As a Contractor Intern since 2023, I've gained hands-on experience in project management, cost optimization, and quality control. Previously, I worked as a Salesman at Bilal Senatory Shop (2021-2022), where I excelled in customer service, inventory management, and sales in the garments and cosmetics sectors.

EXPERIENCE

Contractor (Internship)

2023 - Present

Own Construction work

Islamabad, Pakistan

- Assisted in planning and executing construction projects, ensuring alignment with client specifications and project timelines.
- Coordinated with suppliers and subcontractors to ensure timely delivery of materials and services.
- Conducted on-site inspections and provided regular updates on project progress.
- Managed construction work quality, maintaining high standards of safety and compliance with regulations.
- Assisted in estimating costs and preparing project budgets, helping optimize resources and reduce overall costs.
- Contributed to the development of design plans, collaborating with architects and engineers.
- Engaged in site preparation, including excavation and foundation work, ensuring optimal site conditions.
- Demonstrated problem-solving skills by addressing on-site challenges and providing immediate solutions.
- Gained hands-on experience in project management, client communication, and team leadership within the construction industry.

Salesman

2021 - 2022

Bilal Senatory Shop

Islamabad, Pakistan

- Provided exceptional customer service, guiding clients in choosing products based on their needs and preferences.
- Maintained in-depth knowledge of store inventory, including cosmetics, skincare, and fragrances, to assist customers effectively.
- Managed product displays, ensuring products were arranged attractively and in compliance with company standards.
- Processed customer transactions efficiently and accurately using point-of-sale (POS) systems.
- Assisted in restocking shelves and maintaining inventory levels, ensuring the store was well-stocked at all times.
- Promoted new and seasonal products, contributing to increased sales and customer satisfaction.
- Handled customer inquiries, complaints, and returns in a professional and solution-oriented manner.
- Collaborated with the team to achieve monthly sales targets and improve overall store performance.

PERSONAL INFORMATION

F/Name : Hayatullah
Date of Birth : 11-03-2005
Nationality : Pakistani
Religion : Islam
Marital Status : Single
Passport : LE4153051

EDUCATION

Matric

Federal Board Islamabad
2023

SAFETY COURSES

NEBOSH

IOSH

OSHA

SKILLS

- Project Management
- Budgeting & Cost Estimation
- Quality Control
- Supplier Coordination
- Team Collaboration
- Problem-Solving
- Customer Service
- Inventory Management
- Product Knowledge
- Basic Knowledge of Computer

LANGUAGES

English

Urdu

Pashto