



SHAHID MEHBOOB

WORK HISTORY

October 2023 - September 2024

Sumbara Restaurant & Fast Food – Chef, Bahawalnagar, Pakistan

- Optimized food preparation processes, implementing time-saving techniques without compromising quality.
- Continually improved kitchen safety by enforcing strict hygiene protocols.
- Checked freezer and refrigerator prior to each shift to verify correct temperatures.
- Placed orders to restock items before supplies ran out.
- Enhanced customer satisfaction by consistently delivering high-quality culinary creations.
- Oversaw grill, stove, and oven, and cleaned equipment after every shift.

May 2019 - March 2024

District Headquarter Hospital –Accountant cum Store Keeper, Bahawalnagar, Pakistan

- Completed daily cash functions like account tracking, payroll, wage allocations and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Gathered financial information, prepared documents and closed books.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.
- Managed payroll operations for team of approximately 600 employees.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Input vendor payments and updated accounts to reflect new balances.
- Maintain a neat, clean and safe working environment as per government regulation.
- Report damaged inventories for record-keeping and reimbursement.
- Rotate stock and dispose of surplus and expired quantities.
- Ensure proper completion of documentation to place an order and make a purchase.
- Cross-verify the monthly report at the end of each month.

February 2015 - April 2019

Al Fatah Shopping Mall - Supervisor, Faisal Abad, Pakistan

- Performed thorough quality and safety checks, ensuring all specifications were strictly adhered to.
- Maintained documents and records to comply with internal policies and external regulations.
- Motivated team through providing hands-on practical support to all members of staff on duty.
- Plans employee shifts and work schedules.



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Hada Road Al Jamum. Jeddah

EDUCATION

Bachelor's degree:
Economics, Political Science,
Persian

**Islamia University of
Bahawalpur**,
Bahawalpur/Pakistan,
January 2013 - March 2014

LANGUAGES

English



Arabic



Persian



Punjabi



Urdu



- Provides feedback on employee work performance.
- Prepares reports and updates for upper management.

February 2012 - January 2015

Al Fatah Shopping Mall - Storekeeper, Faisal Abad, Pakistan

- Ordered stock to guarantee optimized economic value in line with financial restrictions.
- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Generated custom store Key Performance Indicators, automating reports with Clear Point to better monitor performance.
- Inspect deliveries for discrepancy or damage.
- Report damaged inventories for record-keeping and reimbursement.

CERTIFICATES

April 2024 - September 2024

- **Professional Cooking Course** from Government Technical Training Institute Bahawalnagar.

March 2023

- **Managing Safely** certificate in Institution of Occupational Safety and Health (**IOSH**) from Be Safe Training & Services (Pvt.)Ltd

June 2023

- Certificate in **OSHAcademy** in **General Industry Safety and Health** from Technocrats Institute of Engineering and Technology Peshawar, Pakistan.

June 2023

- Certificate in **NEBOSH International General Certificate in Occupational Health and Safety (Unit IG2: Risk Assessment)** from The National Examination Board in Occupational Safety and Health.

March 2020 - March 2025

Driving License

- I have valid driving license of Motor Car & Jeep from Traffic Police Punjab.

CERTIFICATES

DRIVING LICENSE