



CONTACT

PHONE

+92 301 6976143

CNIC

32301-4383693-5

LOCATION

Alipur, Dist. Muzaffargarh, Punjab

TECHNICAL SKILLS

- Computer Operations & Data Entry
- MS Office Suite
- Hardware Troubleshooting
- Retail Management Software
- Customer Support
- Sales & Distribution Management

LANGUAGES

- Urdu (Native)
- Punjabi (Native)
- English (Professional)
- Arabic (Basic)

SHAHID RIAZ BHUTTA

Computer Operator & Retail Manager

Experienced professional with a strong background in computer operations, digital record management, sales distribution, retail business supervision, and international technical field work. Skilled in inventory management systems, hardware troubleshooting, customer assistance, and multi-tasking operations.

WORK EXPERIENCE

Sales & Distribution Officer

2023 – 2025

NESWAY Juice | Alipur, District Muzaffargarh

- Managed the distribution of NESWAY Juice products in Alipur and surrounding areas.
- Built strong relationships with retailers and wholesale customers.
- Managed order booking, stock availability, and timely product deliveries.
- Achieved sales targets and expanded market coverage.
- Maintained sales records and coordinated with the company.

Business Owner / Manager

2019 – Present

Karyana Store | Alipur

- Managing daily retail sales operations, procurement, and supplier management.
- Utilizing specialized retail software for precise inventory tracking and financial record maintenance.
- Optimizing stock levels and ensuring high standards of customer service.

Computer Operator

Mobilink Franchise | Alipur

- Handled subscriber digital registration, biometric verifications, and online data entry.
- Maintained accurate customer records, managed service activations, and resolved billing inquiries.

Tile & Marble Helper

2017 – 2019

International Projects | Saudi Arabia

- Assisted in high-quality finishing, marble cutting, and installation works across major construction sites.
- Successfully adapted to a multicultural environment and acquired conversational Arabic proficiency.

EDUCATION

Bachelor of Arts (B.A.) & Computer Hardware & Repairing

Nikon Group of Colleges, Rawalpindi | 2014 – 2015

Diploma in Computer Applications

Vocational Training Institute (VTI), Jatoi | 2012 – 2013