

# Adil Khan

Operations Assistant

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## Languages

English

## About

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I have retail experience in greeting customers, handling complaints, and advising clients on products. Proficient in transactions, inventory control, and store maintenance. I'm flexible, adaptable to various retail environments, and fluent in basic English.

### BRANDS WORKED WITH

Circle & Slice (Grounded)

M/s Maharaja Stone Crusher

## Experience

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- **Team Member**

Circle & Slice (Grounded) | Jan 2024 - Mar 2024

I was responsible for taking order and serving food which is on display and on menu too and make Fresh juices smoothies & coffee too, closing & opening of restaurant.

- **Assistant (Operations & Marketing)**

M/s Maharaja Stone Crusher | Aug 2021 - Mar 2023

- Oversaw daily business operations in collaboration with seiner management.
- Managed loading and unloading process, ensuring efficiency and safety.
- Reported crusher issues promptly and managed wear parts inventory efficiently.
- Maintained site cleanliness and performed general labour activities.
- Facilitated client meetings to discuss requirements for crushed stone grain size.
- Completed all necessary daily paperwork with diligence.

## Education & Training

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- **JAGRAN LAKECITY UNIVERSITY**

Bachelor's in commerce,