



CURICLUM VITAE

FAHEEM AHMAD

Objectives

I wish to be employed in a position suitable for my education with scope to make use of my previous experience. I hope to be up to date with new trends and to use creative techniques. I'm willing to work in a team and interested in exchanging ideas with others. I always seek professional development through reading periodicals, having training courses, surfing the web, and attending conferences.

EDUCATION

**Allama Iqbal Open University
Islamabad**

B.COM

**Boys Degree College, Muzaffarabad Azad
Kashmir.**

HSSC (Commerce)

**Boys High School Muzaffarabad,
Azad Kashmir. MBISE**

SCC (Science)

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INTERESTS

Exploration & learning

Net Surfing Management

Travelling Reading

EXPERIENCE

- **SELECTED ACHIVEMEENT**

Worked with Gul Ahmad Textile (Ltd) in Karachi Pakistan.

Worked with Bareeze Boutique Lahore Pakistan.

worked with an Islamic propagation in Al-Qaseem

Saudia Arabia

Worked with ZIEVEL Executive Apartments in Buraydha Al

Qaseem Saudia Arabia (as a Receptionist Manager).

Worked with Aljazeera Lighting Company in Buraydh Al Qaseem

Saudia Arabia (as a Sale Manager).

Worked with Almushayti Est in (Buraydha)Al Qaseem

Saudia Arabia(as a Inventory Control Manager).

Working with West Group Logistic & Port Services (Dammam

saudia Arabia as Senior Project coordinator)

GUL AHMAD TEXTILE (Ltd) Karachi Pakistan (Jun 2006 –Oct 2008)

Responsibilities;

- Provide detail information on service product to customer.
- Maintain records of all customer interaction and transaction.
- Recommend service and product option to meet customer needs
- Manage service product and billing inquiries and complains.
- Monitor customer preference to determine focus of sale efforts

BAREEZE BOUTIQUE Lahore Pakistan (April 2009 –December 2010)

Responsibilities;

- Display all new arrivals and during sale to check, stock and inventory.
- Managed product issues.
- Enter the processed customer order.
- To care about delivery for customer order.
- Manage the reception area.
- Welcoming customers.
- Responding incoming calls.

ZIEVEL EXECUTIVE APARTMENTS (Al Qaseem Saudia Arabia)
(May 2012 –Feb 2014) As a Receptionist Manager

Responsibilities;

- Manage the reception area, welcoming guests.
- Responding incoming calls.
- Working with senior manager to arrange travel hotel bookings.
- Ensures that information in the directory and e-directory is clear and up to date
- Insure the guest documentation and information is available and up to date
- Handel guest complaints if they have not been dealt with by team members and provides a repaid solution.

- Resolve customer request questions and complains frequently requiring analysis of situations to determine best use of resource.
- Manage day-to day operations ensuring the quality standards and meeting the expectation of the customers on a daily basis.
- Handles complaints settling disputes and resolving grievance and conflicts or otherwise negotiating with others
- Manage and motivates front office teams in order to provide high quality service for guests.

AL Jazeera Lighting & Trading Company (Al Qaseem Saudia Arabia)
(May 2014 –Dec 2015) As a Marketing Manager

Responsibilities;

- Resolve customer complaints regarding sales and service.
- Monitor customer preference to determine focus of sale effort.
- Represent company at trade association meeting to promote product.
- Negotiating customer pricing and contract terms.
- Developing new customers in line with the channel and marketing strategy
- Monitoring monthly and quarterly performance.
- Represent company at trade association meeting to promote product.
- Review operational records and reports to project sales and determine profitability
- Providing demands pricing and payment forecasts on a monthly basis with weekly updates.

AL-MUSHAYTI EST (Buraydha Al Qaseem Saudia Arabia)

(May 2017present) warehouse& Inventory Control Manager

Responsibilities;

- Manage performance of all warehouse staff.
- Product inventory including stock profiles, stock locations.
- Review warehouse procedures and ensure proper warehouse safety procedures are followed.
- Planning inventory management processes to avoid shortages and excesses
- Control and maintain the company's material and stock
- Responsible for expansion of distribution network by working core sale team.
- Sales forecast& Inventory management for major business line.
- Developing sale and setting profitably targets through effective relationship management with the customers.
- Working directly with the Sales Managers to oversee and prioritize the distribution of outgoing orders and oversee the fulfillment staff to meet these goals
- Working directly with the Purchasing department to ensure proper stocking levels are maintained
- Processing returned goods and ensure all return processes are completed correctly and efficiently.
- Document daily deliveries to update inventory

**West Group Logistic & port Services (Dammam Saudia Arabia)
(Nov 2019-Present) As a SABIC Senior Project coordinator**

Responsibilities;

- Coordinate scheduling of trips with network transportation provide
- Coordinate transport and managing vehicles within the department. Responsible for all of the routing and tracking of delivery vehicles
- Succession plan for all situations to maintain the smooth running of the transport department.
- Ensure customer delivery performance on time in full per agreed standards.
- Manage daily route resource planning.
- Manage day to day transport fleet operations.
- Effectively negotiate and drive resolution to resolve any issues with 3rd party carriers.
- Maintain close contact with all relevant parties, and manage information sharing.
- Answer incoming calls from network transportation
- Issue monthly carrier performance report cards and make recommendations for improvement.
- Collaborate with Distribution Service Coordinator and Shipping Analysts to schedule deliveries.
- Review requisitions and shipping orders.
- Create a project management calendar for fulfilling each goal and objective.
- Preparing necessary presentation materials for meetings.

SKILLS;

- Good knowledge and able to adapt new procedures quickly.
- Good combination skills and able to keep good relation with Customer and supplies.
- Pro-active and able to multi task.
- Good keyboard skills and able to quickly input manipulate financial data.
- Good facilitation and training skills.
- Performance assessment skills.
- Networking and interpersonal skills fixable in work schedule.
- Is passionate about helping customers.
- Ability to work with team under pressure.

IT SKILLS;

Windows advance MS Office (Access, Excel, Word, Power Point Peachtree Nazeel Shomoos and opera.

I have good command of MS Excel , (MS power point and MS Word) and surfing the web. I am also used to developing educational materials using Power Point templates.

COMMUNICATION AND MANAGEMENT SKILLS;

Very good communication and management skills.

Building skills, better responses, make better choices ,learn from others team work ,staff development, time management.

LANGUAGE;

Fluent English /Arabic /Urdu.