**Samiullah Nasir**

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Mobile: 0311-4304906

D.O.B: 20-May-1993
Status: Single

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**Professional Summary**

* Enjoy the challenge of breaking new ground in business and meeting exceeding sales objectives by using professional sales techniques.
* Eager to use experience and skills to build strong customer relationships for the employer’s brands and to progress within the business.
* Exceptionally knowledgeable, creative and result-oriented with great background.

**Areas of Expertise**

* People management
* Sales Management
* Customer Services
* Administration
* Office (Word, Excel, Power Point)
* Email Correspondence

**Professional Skills**

* Extensive knowledge of sales and marketing strategies.
* Ability to work in high-stress environments and to make complex decisions
* Excellent listening skills and ability to value other opinions.
* Proven confidence, enthusiasm and a desire to excel.
* Strong ability to be a team player.
* Can negotiate skillfully in competitive situations.
* **Experience**
* The details of my work experience are provided below:

**Worked at Hustle N Holla as E-commerce Warehouse Incharge from 16 December 2019 still Present.**

 **Responsibilities:**

* Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
* Completes deliveries schedules on daily bases as per orders
* Maintains inventory controls and Audits.
* Maintains quality service by following organization standards.
* Coordinate with the CS Team and courier service.
* Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
* Completes reports by entering required information.
* Contributes to team effort by accomplishing related results as needed.
* Keeping stock control system up-to-date.
* Physical Stock Inspection.
* Coordinate with merchandising team for shipment purpose.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Issuance/dispatch of stock as per SOP.

**Worked at Afsaneh as Staff Officer at E-commerce Warehouse from 27 August 2018 to 10 November 2019.**

  **Responsibilities:**

* Sale/Returns posting in Candela
* Maintain complete record of daily sale and returns
* Make sure all the orders should be dispatched with on time
* Look after all the daily operation and make sure all the task should be finish on given time. Coordination with couriers and web works team regarding any kind of issue.
* Maintain packing accessories reports.
* Verify invoices with their CNs.

**Worked at Sapphire Retail Limited as Officer in E Commerce Warehouse from 31 May 2017 to 21 July 2018.**

**Responsibilities:**

* Sale/Returns posting in Candela
* Maintain complete record of daily sale and returns
* Make sure all the orders should be dispatched with on time
* Look after all the daily operation and make sure all the task should be finish on given time. Coordination with couriers and web works team regarding any kind of issue.
* Maintain packing accessories reports.
* Verify invoices with their CNs.

 **Worked at Gourmet Foods & Beverages as Territory Sales Officer (2016-2017)**

 **Role & Responsibilities**:

* Monitor the order booker sales man and sales executive.
* Make sure to deliver the order.
* Make relationship in between distributor or our company.
* Responsible for primary sales order and deposit the online cash.

 **Distinctions and Activities**

* Two time intercollegiate bodybuilding champion. (2011-2012)
* One time all Pakistan university bodybuilding champion. (2013)

**Education**

* **B.Com (2013)**

Hailey College of Commerce, University of the Punjab

* **I.Com (2008-10)**

LHR Board

* **Matric (2006-08)**

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