# MUHAMMAD WASEEEM AKHTAR

## PROFESSION: STORE KEEPER /Admin Officer /Store Cashier

Passport: LD1349602

Address: H. No. 3, St. No. 3, Ravi Clifton Maqbara Jahangir Shahdara Lahore.

Mobile: 0092 307 434 6144

**PROFILE:**

A senior warehouse Manager business/operational professional with over 09 years of different experience in store keeping, HR Department, Data Entry Operator and AC & Refrigeration Technician areas of: Lube Oil, facility Management and trade finance for industry segments including OMS’s, Power & engineering, Telecommunication, Banking, Transportation & Logistics; representing a unique combination of management, operations and support of Metro Malls.

# SKILLS SUMMARY:

|  |  |  |
| --- | --- | --- |
| * Warehouse Development | * Strategy & Planning | * Supply Chain Management |
| * Operational Container LoadingUnloading | * Negotiations | * Vendor Evaluation & Outsourcing |
| * Thought Leadership & Visioning | * Process Re- engineering | * Banking & Finance |
| * Brand Management | * Change Management | * Trade Finance |
| * Value Chain Management | * Admin & Management | * Relationship/Client Mgmt |

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE / CERTIFICATES** | **MAJOR SUBJECTS** | **YEAR** | **INSTITUTION** |
| Graduation | Ph, Education | 2014 | Punjab University |
| Intermediate | Islamic study | 2012 | BISE Lahore |
| Matriculation | Science | 2009 | BISE Lahroe |

# TECHINCAL EDUCATION:

1 Year **Air conditioner and Refrigeration** Diploma from **Govt. College of Technology Lahore**

# EXPERIENCE:

* 4 Years’ Experience in facility Maintenance Company **TELCO RIGGING** and

## CONSTRUCTION COMPANY as a STORE SUPERIOR.

* 2 Years’ Experience in **PRESENT SERVICES MAINTENANCE COMPANY** as a **STORE INCHARGE**
* 1 Year Experience in **PRESENT SERVICES MAINTENANCE COMPANY** as a **HR MANAGER AND DATA ENTRY OPERATOR**
* 1 Year Experience in **BUTT TOP COOLING CENTER** as a

**REFRIGERATION AND AIR CONDITIONING TECHNICIAN**

# JOB RESPONSIBILITIES:

* Analyzed the incoming & Outgoing Stock of warehouse dynamics an business trends, with particular reference to the various principal’s products being distributed.
* To make Delivery Challan, and issue supplies as per demands of the clients.
* Developed and executed logistics plans and programs, both short and long term, to ensure the profit growth and expansion of the principals business. Interpret data, from primary or secondary data
* Sources and maintain databases.
* Developed and implemented the regional coverage plan in consultation with sales managers, to ensure high quality service and adequate coverage by the sales managers, to ensure high quality service and adequate coverage by the sales force.
* Carried out extensive research, analyzed and compiled Store Products intelligence in the areas of promotional activities, prices, coverage, credit, new launches, etc. of the competition and evaluated the impact of such actions on business results.
* Measured, analyzed, and communicated the effectiveness and Rol of all marketing activities.
* Analyzed and translated data and measurements into insights and strategies to plan inventory volumeand timing and to track and improve performance.
* Managed and supervised a sales team of 40 persons and their performance review; and designeddistributor and agent’s incentive structure.
* Engaged with OEM’s (Original Equipment Manufacturers) for standardization of products andconducted product trials.
* Developed key account plans for each customer and shared with the team.
* Established new and mega fleet account to meet sales targets and looked after the paymentrecovery from the market.
* Arranged spaces to create brand awareness and to improve learning among all the stake holders. Managed and designed all the BTL marketing activates of C.O.C.P. all over the country including selection of venders, seminars, I vea ways, and technical corner meetings for all distributors, wholesalers and retailers.
* Formulated partnership and strategic alliances with corporate sector and industry.
* Advised on strategy and planning for long and short ranged goals of the organization.
* Assessment and reengineering of the business processes for business performance enhancements. Facilitated the organization in the change management for a smooth operational transformation.
* Achievements:
* Highest Achievement in Establishing Network of 3M electrical Division in Punjab region. Power Generation services and Oil selling in jenbacher, waukesha engine and wartsilas engine.
* 130 Million Portfolio management in banking sector in 1 yearr with delinquency

.01%2nd HighestBranch in North region of Punjab

# PERSONAL:

* Name Muhammad Waseem Akhtar
* Father Name Muhammad Yaqoob
* CNIC No. 35202-3215960-9
* PASSPORT LD1349602
* Nationality Pakistan