

Ahmer Tanveer

Warehouse manager, ERP , Cashflow, supply chain, Customer support, Office Administration

Dubai

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Seasoned professional with over 14 years of experience in Inventory management, cashflow management, office administration, Sales, Retail and supply chain, customer support fields. Problem solving, keen observation, team work, diligent, compassionate and understanding.

Work Experience

Operations In-charge

Sadaat Group - Rawalpindi

2018 to June 2023

Supervision of operations from procurement, inventory management, personnel handling, supply, cash flow management, credit recovery management, online payments management, sales coordinator to accounts.

In the initial years at this job, I was responsible for warehouse operations of a known diaper brand i.e Molfix in twin cities Rawalpindi & Islamabad. In 2021, management launched their own baby and adult diaper brand named Mamia diapers nationwide. I had added responsibilities of nationwide logistics and supply chain catering various institutions i.e CSD, Intiaz Supermarket, Carrefour and Metro Cash and Carry.

Duties include warehouse management, personnel training, generating reports, monitoring cashflow, analyzing market credit and devising plan to cap them and make recovery quick, coordinating with HR department and assisting Tax In-charge. Preparing and analysis on various weekly, monthly and quarterly

reports for management. Coordinating with Sales manager, Field sales team, Marketing team in regard of targets v achievement. Active part of customer service department.

General Manager

The Learning Edge - Karachi

February 2016 to January 2018

The Learning Edge was a training company operating mainly in Karachi, Pakistan. In collaboration with Sheikh Zayed Institute of Karachi University we have developed a facility for training local students in IT, Business management and various other fields of interest. At most, we had 3000 students enrolled in many of courses offered. I was called for when the ex Manager joined a government entity and left the job. My role was to ensure smooth business operations overall.

Sales Coordinator

Ayan Enterprises - Rawalpindi

2011 to 2015

Warehouse officer, and management of supply chain, including cash flow of relative products.

Ayan Enterprises was a distribution network dealing in many categories of FMCG i.e, Edible Oil, Juices,

Tetra Pack Milk, Confectionery and Sports Goods. I have worked in many of these departments except Sports Goods. Major part of my tenure with them, I was placed in warehouse of juices and Milk. From stock receiving to proper placement, supply chain and cash flow management to assisting in stock audits and generating reports for management were core duties.

As a sales coordinator, record keeping of sales data, interacting with sales team, participating in frequent activities in Malls, Events and Supermarkets. Reporting to Sales Head.

Storekeeper

Al Najam Marketing - Rawalpindi

March 2009 to April 2011

Acted as Storekeeper. It was a small scale distribution network with one product from company and multiple products from wholesale market. It was challenging as they didn't have systems incorporated and we have to record each activity manually on registers.

Education

Bachelor's in Library in Library in Library

Allama Iqbal Open University - Islamabad

2007 to 2009

Skills

- Inventory management (7 years)
- Cash flow management (6 years)
- Office administration (5 years)
- Supply chain (4 years)
- Logistics Coordinator (5 years)
- Sales (4 years)
- Customer support (3 years)