

FAISAL RABBANI

Profile Summary

A positive, proactive and highly organized graduated with a good knowledge and Successful background in Supply Chain Management. Excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of, as well as managing, motivating and training, a successful and productive team, and thrives in highly pressurized and challenging working environments.

Professional Expertise

- ✓ Ability to multitask with in a demanding and fast paced environment.
- ✓ Take ownership of the tasks assigned.
- ✓ Good understanding of Supply chain processes.
- ✓ Logical and structured in thinking and analyzing.
- ✓ Hardworking, highly motivated, self-learner and a good team player.
- ✓ Adaptable to the work environment and can handle workload with ease.
- ✓ Handle multiple responsibilities.
- ✓ Willing to take up challenges.

Work Shops and Trainings Attended

- ✓ Project Management
- ✓ Conflict Resolution
- ✓ Entrepreneurship
- ✓ All Pakistan Optics Olympiad
- ✓ Leadership and Management Skills Techniques (LMST)
- ✓ Personal Effectiveness and Motivation

Career Details

Order Management Specialist: ZONES, LLC.

Oct 2021 – Current

- Provide day to day case resolution for assigned sales division in regard to order changes and order status.
- Work with inventory suppliers and warehouses to ensure timely shipment of inventory.
- Troubleshoot order issues and assist to identify and correct the root causes.
- Settle post sale order issues.
- Adjusting cancellation requests and improved ETA's in AX/ CRM.
- To sum it up – Documenting and resolving any issues until the order has been fulfilled.

Pakistani.
Islamabad

Email:

faysal.rabbani007@gmail.com

N.I.C # 17101-
7037847-7

Languages:

English
Arabic
Urdu
Pushto

Qualification:

MBA in Supply Chain Management

Shaheed Zulfiqar Ali
Bhutto Institute of
Science and Technology,
Islamabad, 2018

BBA (HONS) in Human Resource Management,

Institute of Management
Sciences, Peshawar,
2016

Competencies and Skills:

Proficiency in SPSS,
CRM, AX Dynamics, Sales
force, Corel Draw, Zoho
& Microsoft Office.

Strong communication
and presentation skills.

Problem solving &
ability to multi-task.

Proactive & goal driven
personality.

Sourcing Officer: Zaman Technologies (Leverify LLC), Islamabad.

June 2020 – April, 2021

- Searching suppliers for different brands within assigned territory.
- Thoroughly researching the potential brands and products that can be profitable for the company.
- Timely arrangement of stock – ETS, ETA.
- Requesting RFQ's from suppliers for multiple products.
- Discussing terms and conditions in detail and convincing them to perform certain tasks e.g. Amazon Labels, mode of payment etc.
- Updating supplier's information/details in the supplier dashboard.
- Training new employees regarding their JD/ tasks.

Sourcing Specialist: ZONES INC, Islamabad.

Dec 2018 – Jan 2020

- Manage all drop ship orders (Manual/EDI) with vendors to ensure prompt fulfillment.
- Negotiating with vendors for special pricing on Bulk quantities.
- Daily review of open manual orders and back orders to expedite shipment/ order fulfillment.
- Reach out to suppliers and get current ETA's/ETS on open orders using EDI feeds, calls and emails.
- Respond to requests for order status within established SLA's.
- Maintaining proficiency with primary vendor systems and interfaces, sharing with teams as appropriate.
- Updating trade agreements with Vendor's in AX dynamics.
- Use of Microsoft Dynamics, CRM and Microsoft excel.

MTO- Human Resource: Frontier Platinum Group, Peshawar

Aug 2018 to Nov 2018

- Managing day to day HR activities.
- Maintaining attendance on daily basis.
- Recruitment of different level of positions in the organization.
- Arranging interviews for new recruits and updating interview report.
- Assisting in preparation of functional charts.
- Maintaining CV's of candidates plus their joining and on boarding forms.
- Circulate different notifications in the industry.
- Updating the ERP when new recruits Joins the organization.
- Ad-designing of vacancies arising in the organization.

Recruitment Executive Freelance: Career Pakistan, Islamabad

Human Resource and Recruitment Department

- Searching for potential candidates to fill up positions.
- Work proactively with other team members.
- Arranging and scheduling interviews.
- Referring C.V's to senior HR staff.
- Searching candidates through LinkedIn, Glass door and other social sites.

Internee: Chip Training and consultancy, Peshawar

Aug,2017 to Oct,2017

Human Resource and logistics Department

Internee: Albayrak Turizm Seyahat Ticaret A.S Pakistan Branch Office

Feb, 2016 to 29 Apr, 2016

Human Resource Department

References

Will be provided when needed

