



HARIS ANEES

CONTACT

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PAKISTANI

SKILLS

- Time Management
- Ability to Multitask
- Computer Skill
- Leadership
- Ability to work under pressure
- Communication Skill
- Ability to work in a time
- Employee record management
- Administrative support

LANGUAGES

English

Advanced (C1)

Urdu

Proficient (C2)

Persian

Fluent

Punjabi

Intermediate

PROFESSIONAL SUMMARY

Resourceful Manager offering history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Highly committed with hardworking mentality to maintain quality of services and products.

WORK HISTORY

Floor Manager 09/2022 - 04/2023
City Hyper Star Mall - Peshawar, Pakistan

- Recruited and trained staff members, leading by example to consistently elevate store standards.
- Managed team of 25 employees, providing ongoing training and guidance to maximise potential.
- Highlighted features and benefits of products, employing active selling techniques to exceed KPI targets.
- Guaranteed delivery of first-class customer service, coaching team members to produce positive outcomes.
- Employed exceptional visual merchandising skills to create eye-catching, inviting storefronts and interiors.
- Managed store inventory by directing routine stock control procedures to maximise sales opportunities.
- Motivated and led team members to consistently exceed store sales targets.

Station Manager 08/2019 - 05/2022
Trax Logistics Online PVT LTD. - Peshawar, Pakistan

- Working with multiple customers at the same time.
- Conducting disciplinary, capability and grievance investigation and taking appropriate action to address and failing deliveries.
- Responding to all customer complaints or queries in a efficient manner.
- Empower the shift leader training, monitoring and leading.
- Ensure implementations of processing SOP.
- Mange the day to day performance of order fulfillment, delivered, return shipment and confirmation shipment undelivered shipment.
- Recommend and implement best practices to drive efficiency, for my team to ensure the proper steps fulfillment the customer order.
- Ensuring the efficient running of administration and office procedures.
- Monitoring full province and also visiting allied station to solve problems and their complaints.
- Working with other departments to cooperate logistics with company procedures and operations.

Store Supervisor 02/2016 - 12/2018
Jang Group of Media Company - Peshawar, Pakistan

- Receiving of Raw Materials from Head office & from the approved suppliers through different Logistics forwarding companies. Material deals in News Print Reels, Printing chemicals, Lubricants, Belts of

Machine, Silver plates, Graphic chemicals & Films, Inks & Printing machines spare Parts etc.

- Preparation of Purchase indents every month to procure-Purchase the Inventory items for Production & General, Stationary, Laser comp, Electrical items requirements of the company.
- Receiving of stock from the suppliers with supporting documents PO, DC, Invoice etc. inspect the goods and then prepare GRIR-GRN for payment purposes.
- Newly received stock stored in stores & warehouse according to formula FIFO, FEFO and issued the stock for Production or general purposes on demand on SIR/MIR.
- Make Physical & Ledger inventory of the available stock every week.
- Receiving of MRF items from the supplier & handed over to the related Person/Department after personally inspect and approved by him/her.
- Maintains the Personal inventory of the all staff having Cell phones, Vehicles, Phones, PC etc.
- Receiving of used, damage, faulty items from the different departments on MRN Material return note form. Also those employee leave the job they can return all the personal items in their use on MRN form to the Store Disposal section.
- Receiving of daily waste-useless materials from the Production & other departments on MRN Form and maintain it in Disposal Ledger-Oracle disposal section.
- Receiving of Production items in Container L.C wise and placed in the specific place and issued to Production department to on Stock Issuance card.

EDUCATION

Bachelor of Arts: Law, Sociology, English , 02/2014 – 09/2018

University Of Peshawar – Peshawar

- 2nd Division

Certificate of Higher Education: Computer Science , 06/2010 – 07/2012

PEF Post Graduate College – Peshawar

- 1st Division

Matric : Computer Science , 03/2008 – 06/2010

Aims School And College – Peshawar

- 2nd Division