

UMAIR SALEEM

Marketing & Management

EDUCATION

Pakistan Institute of Fashion & Design

Graduation 2015 - 2019
BS Marketing & Merchandising

Majors:

Marketing and Sales
Supply Chain & Procurement
Brand Management
Retail Buying and Planning
Product Planning & Assortment

Achievement: Distinction Holder 3.9GPA

F.G Degree College, Lahore

Intermediate
General Science

Fauji Foundation Model School Quetta.

Matriculation
General Science

Contact

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Objective

Experienced supply chain professional seeking new opportunity with skill set of operation management, supply chain management, resource planning. Moreover, I believe in capitalizing the resources of organization through proper ERP utilization and organization management.

WORK EXPERIENCE

JOMO Technologies Pvt Ltd

1.6 Years

Assistant Manager Sales and Supply Management

Tasks;

- Partner with cross-functional teams to improve proprietary tools and systems.
- Effective Communication with warehouse team and smoothing the End to end delivery process at delivery level.
- Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company.
- Stock receiving at warehouse, documentation of stock, verification and Quality inspection.
- Manage data collection for the updating of metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent customer service.
- Keep checking the warehouse capacity to ensure availability of space for new stock. Developed auto refresh Dashboards for each category on MS Excel for quick daily update.
- Handling all the email communication of retail stores through effective email writing skills. Timely follow up of stock transfer from warehouse to store and Inter store stock transfer.
- Increase the efficiency of existing processes and procedures to enhance the company's internal capacity.

HKB Retail (BEECHTREE)

6 month

Merchandiser/Supply Chain

Tasks;

- Looked after the product management, production follow-up, and sales data analysis. Also provided input in enhancing sales through product placement.
- Weekly production follow-ups and vendor visit to get the compliance related production deadlines and completion.
- Managing the sourced material in warehouse and maintaining inventory balance. Created Transfers Orders for stock for issuing to vendor.
- Planned, managed, and coordinates all activities related to the sourcing and procurement of necessary materials and supplies needed to meet the changing levels of product demand.

Royal Tag

1.3 year

Merchandise/ Supply Chain

- Tasks;
- Developing new range plan in accordance with market trend, merchandise performance on price bracket and aesthetic basis by using past sales data effectively.

- Maintaining Entire Range Plan and keep updating its headings such as, no of styles, cost, profit margin, quantity, and no of SKU as per season demand.
- Managing the inventory at retail stores and timely Creation of Transfer Orders.
- Communicating with warehouse team on raw material sourcing.

Nishat Linen

4 months

Supply Chain Officer

- Learned and practiced the essentials of warehouse management, inventory management, Replenishment and shipment methods.
- Worked on creation purchase order, transfer orders and inter-city store to store stock transfer.

WWF- Pakistan (Eco Internship Program)

8 Weeks

Pakistan Institute of Fashion & Design

- Designed and executed a group activity intended to encourage re-use of waste fabrics.

Bonanza Satrangi (Internship)

8 Weeks

Visual Merchandising

- Completed the summer internship program in visual merchandising that covered store layout analysis, like for like analysis, colour blocking, scheming, and space management in stores.

SOFTWARES & SKILLS

Adobe Photoshop.
Adobe Illustrator.
Adobe after Effects.

Strong Written & Verbal
Communication

MS Excel (Advance Level)
Power Bi
Microsoft Dynamics

Data Analysis, Reporting,
Presentation Skills, and
Decision making.

MS Outlook (Advance Level)
MS Teams
Google Analytics

Time Management
and Effective Email
Communication