

Zeeshan Irshad

COVER LETTER

Dear Concern,

I am applying in your organization for suitable vacancy. I can work comfortably and confidently in commercial buying & Category management based on my skills and learning's. I have good skills of business cycle management with efficiency and effectiveness.

My qualification and other requirements meet your Eligibility criteria

Currently I am working with BINDAWOOD RETAIL GROUP (DANUBE STORES) in KSA as Senior Buyer FMCG

I worked with AL-MEERA MARKETS SAOC as Category Manager FMCG in Muscat, Oman. I was appointed as Buyer and get promoted after 14 months of my joining to Category Manager FMCG

Considering my last work experience, I worked with U-Fone as Floor Supervisor Customer Operations.

I was working with Aljeder Oil service Company as Supply Chain Manager in Libya, but due to some unrest I had to be evacuated and served first available option in Pakistan

I Had worked in HALEEB FOODS AND DAIRY PRODUCTS as Management trainee officer in Supply Chain. I served there in material planning and purchase department.

During my 2 years MBA program, I learned how to develop plans, strategies, promotions, Research, and strategies & Operations management at min cost.

My key skills also include how to motivate people and developing public relation. I also feel pleasure to work with team.

In broader terms, I am a professional with the excellent knowledge of product life cycle from production to distribution and retail, and then to end consumer with good command on customer services

Regards,
Zeeshan Irshad

Zeeshan Irshad



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Profile

I feel myself motivated, personable & professional with a degree of Business Studies. I am talented for quickly mastering problem and then resolving issues, Diplomatic and tactful with professionals and non-professionals levels and accustomed to handling matters dealing with investigation and cost initiatives.

1. Bin-Dawood Group of companies (Jeddah, KSA)

One of the biggest retail chain in Kingdom with Bindawood & Danube stores

Working as a senior Buyer FMCG

(May 2018 till present)



Job responsibilities include;

- Developing standard operating policies & procedures for Commercial department
- Digitalizing the work flows and mechanisms in all departments
- Category management & Assortment management
- Annual contracts negotiation and sourcing new vendors
- Developing strategies for Growth in back & Front margins
- Designing and execution of category planograms
- Re-structuring and implementation of merchandising standards
- Weekly Promotions execution and analysis



2. Al Meera Markets SAOC (Muscat , Oman)

(Leading Hyper markets chain operating in Qatar & in Oman)

Worked as Category Manager FMCG

(Feb 2015 till April 2018)



Responsible for planning and managing the full business cycle, from sourcing to profits and sales, forecasting, costing, and Promotions executions

Job responsibilities include;

- Managed Imports & Private Label sourcing, assortment selection, consumer demand & brand image
- Layout planning & implementation
- Annual Contracts negotiation & Profit margins growth
- Pricing based on competition, category margins, and company profitability
- Positioning and the placement of the products and categories
- Assortment selection & planning
- Negotiation on buying with suppliers & Execution
- analyzing consumer buying patterns and presenting future trends;

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- regularly reviewing performance indicators, such as sales and discount levels;
- managing plans for stock levels;
- Building relationships with existing and new suppliers
- Range management
- Reporting and analyzing sales patterns and anticipate trends in consumer buyer patterns

New Stores Project:

- Layout planning
- Assortment selection
- Analysis of competition area

2. U-FONE (PTML)

(Second largest telecom co. in Pakistan & a Project of Etisalat group)

Worked as Supervisor CUSTOMER OPERATIONS (senior executive)

(May 2011 to Feb 2015)



Job responsibilities include;

- Managed Team performance with respect to KPI's
- Developed performance strategies for staff to meet their daily / monthly KPI targets.
- Monitored statistical data and trend in terms of quality / Service level to minimize error and to track operative performance
- Recording statistics, user rates and the performance levels of the centre and preparing reports
- Counseling and trainings of staff on week and deficient areas

3. ALJEDER OIL SERVICES, TRIPOLI LIBYA

(Is a supplier of all heavy duty Transportation, Food Catering, equipments, spare parts, Man Power, oil & gas machinery, Rigs, pumps, valves to all oil and gas companies in Libya)

Worked as SUPPLY CHAIN Manager

Aug 2010-Mar 2011

- Procurement of Quality products, parts, material, supplies and services according to business plan
- Sourcing of all food stuff, machinery parts and material item.
- Processes and files executed requisitions properly
- Maintains follow-up systems on all purchases and transportation.
- Developed the logistics plan for clients services

4. HALEEB FOODS LTD, Pakistan

(Is a multinational dairy and food processing producer currently operating in Pakistan)

Worked as Management trainee Officer – Supply Chain

June 2009 to Aug 2010



Where my responsibilities includes

Purchase department

- Evaluation of suppliers.
- Maintain procurement records, i.e. vendors profile/performance/product quality/delivery schedule
- Generation of purchase order/indent order on MFG program system (only raw material PO's and on MP2 oracle 8ii program (only engineering, civil, safety pneumatic and electrical items)and send the

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purchase orders and delivery schedule to vendors

Planning Dept

- ORACLE E-BIZNESS SUIT
- Material & Production planning (Based on MRP)
- Analysis of Sales Forecast
- Demand vs. production analysis
- Good Milk Fats consumption planning

Skills Summary

- strong quantitative & analytical skills
- Able to lead people effectively, ensuring their motivation and satisfaction with job
- Have good communication & presentation skills
- Process oriented approach towards problem solving
- Good in team management and group work as well as in individual tasks; able to work in multi-cultural environment.
- Self Motivated & Team Player
- Excellent command over Microsoft Office
- Ability to cope with pressure

Languages

	Reading	Writing	Speaking	Listening
English	✓	✓	✓	✓
Arabic	✓	✓	✓	✓
Urdu	✓	✓	✓	✓

Education

Master's in Business Administration (M.B.A)

INSTITUTE OF MANagements SCIENCES, LAHORE

Bachelor in commerce (B.Com)

PUNJAB COLLEGE OF COMMERCE LAHORE

Intermediate in computer science (I.Cs)

COMMUNITIES INTER COLLEGE LAHORE.

Matriculation (Pre- Engineering)

PAKISTAN COMMUNITY SCHOOL, BENGHAZI LIBYA

Projects (During M.B.A)

- LOCATION ANALYSIS OF METRO & MAKRO (GIANT RETAILING CONCEPT)
- LOCATION ANALYSIS OF HYPERSTAR (NICHE RETAILING CONCEPT)
- DISTRIBUTION CHANNEL OF HALEEB FOODS
- LOGISTICS STRUCTURE OF NLC
- PALSTIC MONEY OFFERED BY BANK AL-FALAH

REFERENCE: WLL BE FURNISHED ON DEMAND

*****I confirm that the above information given in this resume is true, complete and accurate.*****