



# AHSAN QURBAN

(United Arab Emirates)

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## PROFESSIONAL SUMMARY

Pro-active and resourceful individual with experience in designing, developing, and implementing innovative solutions across various engineering disciplines. Demonstrated success in project management. Proficient in the managing warehouse operations, analytical problem-solving, and collaborating with cross-functional teams to meet project specifications and deadlines.

## WORK EXPERIENCE

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### E-commerce Executive

March 2024 to present

Sahara Design And Art Work Services (United Arab Emirates)

- Oversee and manage daily operations of the **Amazon Seller Central account**. Ensure all listings are optimized for search and conversion.
- Monitor account health and performance metrics, addressing any issues promptly.
- Maintain optimal stock levels to meet customer demand without overstocking.
- Coordinate with the supply chain team to manage inbound shipments to Amazon fulfillment centers.
- Manage FBA (Fulfillment by Amazon) and FBM (Fulfillment by Merchant) inventory processes.
- Ensure prompt and effective resolution of customer inquiries and issues. Monitor customer feedback and reviews, implementing strategies to improve customer satisfaction and ratings.
- Ensure all products and listings comply with Amazon's policies and guidelines. Stay updated with Amazon policy changes and adjust strategies accordingly.
- Manage any account suspensions or performance notifications proactively. Work closely with marketing, supply chain, product development, and customer service teams to ensure alignment and coordination.

## **Warehouse Operations Co-Ordinator**

**Feb 2022 – Jan-2023**

**Daraz.PK (PAKISTAN)**

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.

## **Retail Sales (textile industry)**

**June 2020 – Dec 2021**

**Talal Garments (Pakistan)**

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing
- Cross-sell products
- Ensure racks are fully stocked
- Manage returns of merchandise
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Provide customer feedback to the store manager
- Stay up-to-date with new products/services

## **AutoCAD Architect Construction Contractor**

**Oct 2014 - June 2017**

**LA Casa Real Estate Consultant (PVT) Ltd**

**(Pakistan (Islamabad))**

- Using CAD software, such as AutoCAD and SolidWorks, to prepare technical drawings
- Working with engineers and other professionals to produce drawings that meet their specifications
- Writing related technical documents such as material lists and cost estimates
- Ensuring that all drawings are accurate and meet industry standards
- Maintaining a library of standard drawing templates
- Updating existing drawings as new information becomes available

## **Education**

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## **Higher Secondary Education (civil engineering)**

2011- 2012 Rawalpindi Board, Pakistan

## **Matriculation**

2009 - 2010 Rawalpindi Board, Pakistan

## **Skills & Certifications**

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Leadership, Project Management, Team Management, Reporting & Presentation

Skills Microsoft Office, Decision making, Operations Management, Problem

Solving Skills.

## **Languages**

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English, Urdu, Hindi, Punjabi

## **Visa Status**

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Residence Visa



