



AHSAN AMJAD

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Nationality: Pakistani

SUMMARY

Detail-oriented and results-driven professional with over 5 years of experience in merchandising, sales, marketing, and administrative operations across diverse industries. Proficient in ensuring transactional accuracy, enhancing customer satisfaction, and streamlining operational workflows. Adept at inventory management, team coordination, and client relationship management, with strong communication and problem-solving skills. Seeking to leverage expertise in a challenging role within the UAE's fast-paced business environment.

WORK EXPERIENCE

Logistics Assistant

Dofreeze LLC | Dubai, UAE

December 2023 - Present

- Supervise daily store operations, ensuring accurate inventory management and optimal stock levels.
- Conduct regular stock audits to maintain compliance with company policies and prevent discrepancies.
- Coordinate with suppliers to ensure timely delivery of goods and verify incoming shipments against purchase orders.
- Maintain a systematic filing system for inventory records and prepare periodic inventory reports for management.
- Implement space optimization strategies to streamline warehouse layout and ensure easy accessibility of items.
- Provide exceptional support to sales teams by ensuring the availability of required stock items.

Merchandiser

Khoshgovar Impex (Mega Distributor of ADAMS Foods Pvt Ltd) | Lahore, Pakistan

August 2020 - October 2023

- Planned and executed merchandising strategies to optimize product placement and drive sales growth.
- Maintained consistent communication with retailers to understand and fulfill their needs effectively.
- Analyzed sales performance data and adjusted inventory levels to ensure adequate product availability.
- Coordinated with marketing teams to launch promotional campaigns, increasing brand visibility and customer engagement.
- Conducted regular store visits to ensure adherence to company merchandising standards and rectify display issues promptly.
- Trained store staff on best practices for product presentation and customer engagement to enhance sales.

Associate Advocate

The Law Point | Lahore, Pakistan

2019 - 2020

- Managed client relationships, ensuring clear communication and timely resolution of legal matters.
- Drafted, reviewed, and filed legal documents, including contracts, petitions, and case briefs, in compliance with legal standards.
- Conducted thorough research on case laws, precedents, and statutory provisions to support litigation strategies.
- Represented clients during negotiations and mediations, advocating for their best interests.
- Delivered consultations to clients on legal issues related to family law, employment disputes, and housing matters.
- Collaborated with senior attorneys to strategize case presentations and ensured efficient management of case timelines.

Data Entry Operator & Cashier

Shoaib Sports Company | Lahore, Pakistan

2016 - 2019

- Accurately processed sales transactions, including cash, card, and digital payments, while adhering to company policies.
- Organized and prioritized customer orders, ensuring prompt dispatch and delivery coordination with drivers.
- Resolved customer complaints and inquiries professionally, maintaining high levels of satisfaction.
- Prepared daily sales reports for management, highlighting trends and potential improvements.
- Maintained the cleanliness and organization of the cashier's station to promote a professional shopping environment.

EDUCATION

Bachelor of Laws (LLB)

Pakistan College of Law | Lahore, Pakistan | Passed: 2019

Bachelor of Arts (BA)

Punjab College of Commerce | Lahore, Pakistan | Passed: 2016

SKILLS

- Retail Merchandising & Inventory Control
- Sales & Marketing Strategies
- Customer Relationship Management (CRM)
- Problem Solving & Decision-Making
- Office Automation & Record Management
- Communication & Negotiation Skills
- Legal Documentation & Advocacy
- Data Entry & Transaction Processing
- Team Coordination & Training
- IT Proficiency: MS Office Word & Excel

ADDITIONAL INFORMATION

Languages: English, Hindi, Urdu, Punjabi.

Visa Status: Employment Visa.

Driving License: UAE Valid Driving License.