



ARSALAN ISHFAQ

SUPERVISOR,
INVENTORY MANAGER,
SALES EXECUTIVE,
RETAIL CASHIER.

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

CONTACT



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MUSSAFAH SANAIYA
JASMINE BUILDING,
M40, ABUDHABI

ACADEMIC QUALIFICATION

- **CERTIFICATE DIPLOMA**

COMPUTER SCIENCE (DCS)

1YEAR (Intel Computer Piplan)

- **CERTIFICATE ON SOFTWARE
HARDWARE & SALES SERVICE**

INTAL COMPUTER PIPLAN

(2013-2014)

HIGHER SECONDARY: (MATRIC)
GOVT HIGH SCHOOL SHAMSHERABAD
(2014)

PERSONAL DETAILS

Date of birth: 10-12-1995

Marital Status: SINGLE

Nationality: PAKISTAN

Passport Number: KM1845012
(VALID UP TO 20-08-2025)

DRIVING LICENSE: 2739032
(VALID UP TO 03-01-2024)

LANGUAGES

- ENGLISH
- URDU
- HINDI
- PUNJABI
- ARABIC

EXPERIENCE

RED STAR GIFTS, M45

KEY ACCOUNTS EXECUTIVE

INVENTORY MANAGER

MERCHENDISER SALES

SALES EXECUTIVE

SUPERVISOR INVENTORY

SPECIALIST RETAIL CASHIER

6 years

TECHNICAL SKILLS

- MICROSOFT WORD & EXCEL
- POWERPOINT
- PHOTOSHOP CS
- WORD PRESS
- SOFTWARE PROFICIENCY
- TECHNICAL WRITING
- PROJECT MANAGEMENT
- DATA ANALYSIS
- INTERNET BROWSING & E-MAIL

SUPERVISOR SKILLS

- development and implementation of practical continuous improvement processes
- effective management of employee performance including appraisals, support, training and discipline
- development and maintenance of a safe work environment to meet all health and safety standards
- planning and management of resources to consistently meet production, quality and cost goals
- resolution of critical issues in a time-sensitive environment using excellent analytical skills

ADDITIONAL KNOWLEDGE

- OVERSEES TEAM OF INVENTORY OR WAREHOUSE EMPLOYEES.
- MANAGES INVENTORY TRACKING SYSTEM TO RECORD DELIVERIES, SHIPMENTS AND STOCK LEVELS.
- EVALUATES DELIVERIES, SHIPMENTS AND PRODUCT LEVELS TO IMPROVE INVENTORY CONTROL PROCEDURES.
- ANALYZES DAILY PRODUCT AND SUPPLY LEVELS TO ANTICIPATE INVENTORY PROBLEMS AND SHORTAGES.
- MANAGES SCHEDULES OF EMPLOYEES, DELIVERIES AND SHIPMENTS TO OPTIMIZE OPERATIONS.
- COMMUNICATES WITH INVENTORY EMPLOYEES TO MEET BUSINESS GOALS AND ADDRESS PERSONNEL ISSUES.
- DEVELOPS BUSINESS RELATIONSHIPS WITH SUPPLIERS AND CLIENTS.
- PROPOSES STRATEGIES TO REDUCE COSTS AND IMPROVE PROCEDURES OF SUPPLY CHAIN LOGISTICS.
- MONITORS DEMAND AND ANALYZES DATA TO ANTICIPATE FUTURE SUPPLY AND LOGISTICAL NEED.

SKILLS

- LEADERSHIP AND MANAGEMENT
- VERBAL AND WRITTEN COMMUNICATION
- ORGANIZATIONAL AND LOGISTICS SKILLS
- STRONG ATTENTION TO DETAIL
- PROBLEM SOLVING
- DATA ANALYSIS
- INTERPERSONAL ABILITY
- TEAM ORIENTED
- PROACTIVE CRITICAL THINKING





SALES AND MARKETING SPECIALIST:

Sales and marketing specialist with over 6 years of experience in sales and management consistently exceeding yearly revenue objectives Goal- oriented individual with strong leadership capabilities. Organized, highly motivated, and detail-directed problem solver proven ability to work in unison with management sales support, and consumer ability to deliver strategic account objectives solutions at the senior level.

Responsibilities:

- *Regional and national sales and marketing support, strategy and planning.*
- *Responsible for the success of assigned marketing budget, projects, and initiatives.*
- *Worked with national accounts and cross-functional teams to conceptualize short term and long term marketing strategies.*
- *Led meetings with the creative department and third-party vendors to design and deliver an integrated marketing campaign including print, email and web content.*
- *Fostered new business through improvements to lead generation and direct marketing.*

MARKETING SPECIALIST:

2016 – 2022

Responsibilities:

- *Hands on role in developing a new marketing strategy for marketing growing firm.*
- *Responsible for writing marketing materials, web content, banners and brochures.*
- *Championed new resources for lead generation resulting in a 50% increase in new business opportunities.*
- *Performed conflict resolution and customer service including client relations and contract negotiation*

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with fact or truths to my knowledge. I take full responsibility for the correctness of the said information.

Place: MUSSAFFAH

ARSALAN ISHFAQ

Date: 19-JUN-2023

