



# TAHIR IJAZ

I have good interpersonal skills, with excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

## PERSONAL INFORMATION

**Mobile No:** +971-52-9354868  
**Email:** [ijaz.tahir@gmail.com](mailto:ijaz.tahir@gmail.com)  
**Father Name:** Lachkari Khan  
**Date of Birth:** 04th March 1984  
**Citizenship No:** 14301-5779417-5  
**Nationality:** Pakistani  
**Passport No:** CD1514173  
**Visa Status:** Employment  
**Visa Contact No:** +971-55-5996097  
**Marital Status:** Married  
**Language:** English & Urdu & Phusto

## ACADEMIC HISTORY

### EDUCATION

Federal board of intermediate and secondary Education Islamabad  
Secondary School Certificate |2002

### COMPUTER CERTIFICATION:

- One-Year Diploma in Information Technology at AIMS Institute of IT Peshawar.
- Six Month certificate in Auto-cad at Haris institute of Technology Ghazi.
- Six Month certificate in Eagle-point at Haris institute Peshawar.

## TECHNICAL SKILLS

- SAP APPLICATION
- Advance MS Word, MS Excel, MS Power Point

## INTEREST

- Book reading
- Cricket
- Gymnastics

## PROFESSIONAL EXPERIENCE

### Allocator- Gulf Marketing Group-GMG| 2020 – Present

- Developed allocation plans based on sales forecasts and inventory levels to ensure optimal distribution of merchandise across stores.
- Monitored sales performance and inventory levels to identify trends and adjust allocation plans as needed.
- Communicated allocation plans and updates to cross-functional teams, including merchandising, planning, and store operations.
- Prepared and presented reports on allocation performance, including sales trends, inventory levels, and allocation effectiveness.
- Collaborated with vendors to coordinate the allocation of merchandise and ensure timely delivery to stores.

### Admin/Cashier-support -Sun and Sand Sports, UAE |2019 – 2020.

- Accurately process customer transaction and maintaining cash drawer.
- Assisting with maintaining stock and greet customers and process their purchases in a timely manner.
- Provide great customer service, addressing customer issues promptly and efficiently.
- Perform cash, credit card, and check transactions accurately and ensure accurate record keeping and inventory control.
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.
- Created and updated spreadsheets and presentations for weekly, monthly, and quarterly updates to upper management.

### Stock Controller- Sun and Sand Sports, UAE | 2011 – 2019.

- Coordinator and supporting manager to arrange stock on time.
- Coordinate with head office for any operational issue in the store.
- Ensure store standard by checking stock quality and quantity.
- Maintain reports on daily based while using SAP application to inform and maintain KPI's on daily based.
- Managing and maintaining the company's product inventory including purchasing and distributing stock, creating stock profiles and logging stock locations using bespoke software.
- Resolve various issue related to stock by listing to keep accountability of items and inspect stock item for wear or defective item and report damage to supervisor to improve quality and quality of service.

### Clerk- ENBD Bank | 2012 – 2011.

- Handling all the dispatched and recieved documents.
- Receiving credit cards and cheque books of customer's orders
- Calling and informing customer for collecting thier cheque books, credit cards and etc
- Keeping records of all the delivered and pending order on daily basis preparing mail and delivering cheques, salary letter, NOC & liability letters to concern department. Receiving calls for customer queries and transferrin to concern department.