

# HASSAN ALI

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Results-driven Admin and Inventory Manager with demonstrated record of running lean departments. Successful at keeping records current and accurate. Offering 6 years of experience strengthening processes, realigning teams and overhauling structures to keep operations responsive to changing industry and company demands. Reliable Inventory Manager bringing expertise in receiving, storage and document management. Natural leader, communicator and problem-solver experienced in completing audits and submitting reports. Focused on keeping inventory optimal levels.

## EXPERIENCE

9/7/2022 – CURRENT

### INVENTORY & HR MANAGER, SKYTOUCH INTERNATIONAL, PAKISTAN

- Reduced stock discrepancies with thorough monitoring of inventory levels and timely resolution of issues.
- Facilitated cross-functional communication between departments for better coordination in meeting inventory demands.
- Streamlined warehouse operations for increased efficiency through process improvements and staff training.
- Improved order fulfilment rates by closely monitoring stock availability and promptly addressing shortages.
- Maintained high levels of customer satisfaction through efficient handling of orders, prompt issue resolution, and effective communication channels with clients.
- Achieved operational excellence by continuously improving processes related to inventory management.
- Increased employee productivity through effective training programs, performance evaluations, and feedback sessions.
- Developed accurate forecasting models to predict future inventory needs and inform purchasing decisions.
- Spearheaded the adoption of advanced technologies such as barcoding systems or RFID technology for improved tracking capabilities leading to increased accuracy in stock control activities.
- Promoted a culture of continuous improvement within team by encouraging new ideas and problem-solving initiatives.

1/7/2022 – 6/28/2022

### WAREHOUSE & HR SUPERVISOR, SKYTOUCH MARKETING, UAE

- Identified operational inefficiencies and implemented corrective measures, leading to an overall increase in effectiveness.
- Improved customer satisfaction with timely response to inquiries, addressing concerns, and finding effective solutions.
- Oversaw daily operations of the department, ensuring smooth workflow and timely completion of tasks.
- Facilitated collaboration between team members on projects with cross-functional expertise for successful outcomes.
- Managing data of warehouse & administration which includes:
  - Inventory management,
  - Route designing & sequencing for delivery
  - Demand & supply control
- Demand management, scheduling and reporting. Arrangement of trainings for staff on quarterly and need basis
- Planning & reporting higher management through PowerPoint or report writing for UAE.
- Designing ROTA on Excel for next two months & presenting all that to higher management weekly.
- Making PowerPoint presentations for monthly meeting, schedule designing & substitute planning.
- Orientation to new team members related Inventory Protocol arrangements and safety measures.
- Feasibility reports for new projects & assessment reports for both departments using MS Office.

**6/7/2021 – 12/28/2021**

**DATA ANALYST & TRANSPORT COORDINATOR BI, PENTAGON FOOD GROUP**

- Optimized company resources allocation with detailed forecasting models based on historical data analysis.
- Streamlined data processing for faster results by implementing advanced analytics tools.
- Presented findings to executive leadership teams through concise presentations, influencing future strategy development.
- Utilized advanced query optimization techniques to enhance database performance and reduce issues during high-traffic periods.
- Managing data of all departments & maintaining backup. Maintaining & updating CV Bank for UAE & UK Region
- Picking sequence of frozen, ambient & chilled products. Sequencing customer's delivery & ensuring route.
- Error verification check for all sheets like order confirmation, daily routes, stock backups, etc.
- Attendance & holiday management and making payroll on weekly & monthly basis as per laws.
- Managing fleet in all aspects like cost, fuel, etc. Planning for maintenance of vehicles & sequencing routes accordingly

**12/7/2019 – 5/17/2021**

**MARKETING & TRANSPORT MANAGER, DATA SPECC, PAKISTAN**

- Maintained strict adherence to federal regulations and company policies regarding driver hours-of-service limits, vehicle inspections, and cargo security measures.
- Increased overall fleet performance by implementing regular maintenance checks and upgrades as needed.
- Ensured timely deliveries by closely monitoring and managing schedules, driver availability, and vehicle maintenance.
- Evaluated employee performance regularly, providing constructive feedback aimed at driving continuous improvement in both individual skills and teamwork dynamics within the transport department.
- Planning and managing logistics, warehouse, transportation and customer services through database
- Directing, optimizing and coordinating full order cycle. Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency through an online management system
- Arrange warehouse, catalogue goods, plan routes and process shipments
- Resolve any arising problems or complaints. Prospected for leads to build pipeline and convert to sales opportunities.
- Tracked production and quality control systems to proactively identify deficiencies.

**3/7/2018 – 11/2/2019**

**RESEARCH ASSOCIATE, RIPHAH INTERNATIONAL UNIVERSITY, PAKISTAN**

- Conducted comprehensive literature reviews to inform study designs and methodology decisions.
- Implemented standardized documentation practices across the team to enable easier collaboration between researchers.
- Improved data quality by implementing rigorous validation protocols for all collected information.
- Provide Assistant to faculty members in different teaching and research assignments.
- Assisted faculty in their data analysis. Providing assistance to take their database System's course labs, also to deliver lectures on logistics and supply chain as an Asst. lecturer whenever needed.
- To assist them in writing project proposal documents. To assist different faculty members in their project design and documentation.
- Presented research findings at industry conferences, increasing visibility for the organization.
- Developed innovative research methodologies for more accurate results and insights.
- Managed complex databases to ensure accuracy and accessibility of critical information.
- Assisted in the development of new research proposals, resulting in increased funding opportunities and project growth potential.

5/1/2015 – 10/30/2015

### **ASSISTANT MARKETING MANAGER – INTERNEE, ASKARI GENERAL INSURANCE CO., PAKISTAN**

- Managed budget allocation, optimizing resources for maximum return on investment. Improved overall SEO ranking through keyword optimization strategies applied throughout various content pieces.
- Enhanced customer engagement with targeted social media efforts and email marketing strategies.
- Developed compelling content for company website, blog, and promotional materials to drive customer interest and sales.
- I supervised campaigns one of them was brand awareness & second was targeting upper class of specific area
- We ran advertising project in which we started with digital marketing to grab a segment.
- I did a survey with a team of internees & led them for survey about our competitors and did SWOT Analysis
- We compiled the results and made a strategy to improve the recorded weaknesses by using Oracle
- I used to make a proposal statement & if it gets accepted, I had to enter all the information into Oracle Cloud by making an individual consumer ID.

## **EDUCATION**

JULY 2018

### **MBA, PMAS ARID AGRICULTURE UNIVERSITY RAWALPINDI**

GPA 3.3/4, wrote thesis on “Corporate Social Responsibility in Purchasing and Supply Chain”, served in Aridian Patriotic Society as Vice President & managed several seminar. During our degree we learned Project Management, supply chain management, marketing channels, business law and multiple other courses mentioned in DMC attached.

AUGUST 2014

### **BACHELOR OF COMMERCE: INFORMATION TECHNOLOGY, PUNJAB COLLEGE OF COMMERCE**

With a percentage of 60% I have completed my degree with an additional award of being a regular student who has 100% attendance record. I led as Head Boy where we were responsible for daily uniform inspection and other security matters.

## **SKILLS**

- Resource Allocation
- Order Processing
- Team Development
- Documentation like Job Description
- Vendor Relationship Management
- Inventory Reconciliation
- Cost Control
- Price Negotiation
- Report Writing
- Contract Negotiation
- Logistics Scheduling

## **ACTIVITIES**

- ERP
- Oracle
- Microsoft Excel
- SAP
- Data Visualization
- Business Solution
- Online Page Management
- Word Press
- Canvas
- Capcut
- Microsoft Word
- Online Ad Management
- Crafting
- Designing
- Swimming