



HAFIZ MUHAMMAD AHMAD

EDUCATION

MBA (SUPPLY CHAIN)

UNIVERSITY OF CENTRAL PUNJAB, LAHORE PAKISTAN
2017 - 2019

I have completed my MBA with majors in supply chain and minors in Marketing by studying courses like Managing Supply Chain, Supply Management and Logistics and secured 2.97 CGPA.

BBA (HONS)

UNIVERSITY OF LAHORE, LAHORE PAKISTAN
2010 - 2014

WORK EXPERIENCE

Metro Cash & Carry Pakistan (PVT) Ltd. DM Bakery, Dairy & Frozen (1st Nov 2021 – 31st Jan 2023)

- Daily department round and assign tasks to staff accordingly.
- Expiry check
- Stock correction
- Follow up of Metro post
- Rail card implementation and price check
- FIFO implementation
- Staff training and scheduling
- Working on QA reports
- Conducting inventory
- Ensuring verification of the stock at the time of receiving
- Coordination with HO and trade team for improving sales through improving availability.
- Monitoring and controlling staff performance
- Addressing Customer's complaints.
- Warehousing
- Ordering and ensuring the availability of the stock through different reports and Gap check.
- Ensuring proper merchandising with sign-ages especially promotion articles for the ease of customers.
- Ensuring that potential old stock and old stock doesn't exceed the defined limit.

PROFILE

I started as an Administration executive and then after double promotion promoted to Administrative Manager and managed to develop skills in customer service, data analysis and retail operations. My objective is to become an experienced professional in Supply chain and contribute to a reputable company by working in an appropriate capacity where I can enjoy both professional and personal growth.

CONTACT

PHONE:
[+923346858979](tel:+923346858979)

EMAIL:
haafizmahmad@gmail.com

ADDRESS:
House 498R Topaz Block Park View Housing
Society Lahore

PROFESSIONAL ACHIEVEMENTS

- Selected for training of Administrative department team at openings of Carrefour WTC and Emporium Mall
- I am the first person in Carrefour Pakistan to be given a double promotion

- Ensuring stock correction under budget through FIFO implementation.
- Improving the quality of services offered to customers in the department by listening to customer needs, suggestions and complaints.
- keeping track of the expiry in order to sell it through margin liquidation by coordination with buying team otherwise timely removal of those products from the shelf.
- Scheduling of the team including merchandisers.
- coordination with the maintenance team to ensure that proper temperature is maintained for the products.
- Maintaining documentation as per QA requirements.
- Coordination with the trade team to boost the sales of the department.
- Conducting periodic inventories of the departments.

Metro Pakistan Private Limited
Administration & Logistic Centre Manager
Oct 2020 – Oct 2021

- Controlling ordering of HO, Trade and Store
- Price update & Controlling
- ensuring availability of stock
- Conducting inventory of all departments
- Data analysis & reporting (Sale, stock, stock correction, stock value, stock days, margin, negative stocks)
- Vendor management
- Controlling the housekeeping by Attendance, scheduling, record keeping, medicals, Social security
- Controlling UPM, Fumigation, disinfection, traps, live baits
- Controlling cafeteria, Cleaning, rates, water leakage, maintaining temperature, use of gloves, masks, separation of allergens and non-allergens, EFKs, air curtains
- Controlling waste of F&V waste, meat waste, departments waste, scrap
- General administration, internal consumption of chemicals, gloves, aprons, face masks & stationery
- Internal audits - Business audit, process audit and QA audit
- Stock correction
- Decoration of Store, flyers and distribution, metro post, Fresh food weekend flyer, flexes, standees, external Board
- Main cash Management, payment of all the registered vendors, online payments, medicals, bonus cards, petty cash

MAF CARREFOUR (PVT) LTD PAKISTAN
Business Cycle Manager
NOV 2016–JUNE 2019

- Ensuring the merchandise availability and maintaining stock value under the define limit.
- Ensure conduction of competitor survey to identify competitor's product offerings and take necessary actions accordingly to remain competitive. Work as a Quarterly Inventory Control management as a controlling manager.
- Coordination with suppliers on ordering and smooth deliveries. Ordering of goods and delivery scheduling in coordination with the receiving department.

Control ordering parameters of more than 24,000 SKU's through ERP.

- Evaluation the performance of the suppliers based on supplier score card (SAP-BO).
- Control Stock Inventory (Ordering, Stock Holding, Negative stock, Out of Stock & Clearance).
- Lead out Of Stock project of Hypermarket Emporium mall to ensure the availability of assortment that would improve customer services and sales.
- Looking over receiving, security and after sales operations to improve store audit.
- Coordination with after-sales team to improve customer service by providing solutions to the customers within the specified time period.
- Training Managers and Staff on the standard procedures and carrying out audits for the standard management compliance.
- Keep coordination with Finance Department for ensuring payments are timely made against home deliveries.

MAF CARREFOUR (PVT) LTD PAKISTAN
ADMINISTRATIVE STAFF/ ASSOCIATE
FEB 2015–OCT 2016

- Distribution of Night run reports and rail cards.
- Ordering of the stock.
- Follow up of out of stock scanning for stock availability.
- Rail card audit.
- Archiving of the documents for the audit.

