

**SHAHID HAFEEZ**  
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**Profile:**

Highly competent professional with **10 years** of extensive functional experience in **hypermarkets and FMCG** administration.Experienced operations lead with a demonstrated history of working in the **Hypermarkets and supermarkets industry** and **FMCG industry**, skilled in **& inventory/stocks management, Operations management, Logistics management, Staff training and managing team** with strong interpersonal skills,Capacity to adjust in **fast changing environment** and ability to handle workload with **different Community Personals**.

**UAE Professional Experience:**

UNIBROS CORP GENERAL TRADING LLC .Duabi.UAE.

Working as an **Operations manager** Since **FEB-2019 to JUN-2020**.

ALAIN GROUP OF COMPANIES. Abu Dhabi.Sharjah.Ajman

Worked as an **General Manager** Sine **SEP-2016 to FEB-2019**.

DANA GROUP OF COMPANIES LLC .Duabi.Ajman.UAE.

Working as an **General Manager** generated new hypermarket Sine **AUG-2013 to JAN-2016**

LAKES MART LLC .Duabi.UAE.

Worked as an **Operations manager** and generated new hypermarket Sine **JUN-2010 to DEC-2012**.

LAST MINUTE HYPERMARKETS AND SUPER MARKETS LLC. Dubai.UAE

As a **STORE MANAGER**

AS a **DATA ENTRY OPERATOR**

AS a **RECEIVER**

As a **CASHIER**

AS a **CALL ATTENDANT**

AS a **MERCHANDISER**

Since **JUN-2007 to DEC-2009**

**Duties and Responsibilities:**

Purchasing Goods to ensure smooth functioning of bussiness with Safety measures & SOPs.

Maintain various appropriate records for inventory transactions .

Hiring new staff as per requirement.

Conduct meetings with the team for daily smooth functions on Ground.

Monitoring inventory transactions

inspection.,(supplier details/purchase order & Delivery notes/Material Qty & Quality.

Follow up Suppliers/LPOs for timely material transactions as per Purchase agreement.

Attend meetings with Dept. In charge & Managers for SALES reporting Purpose.

Assertive planning discussion for further sales task achievements and quality into work.

Follow up floor staff and meeting with them to check customer relations,SKU as per category and display according to catagories.

Hiring new staff as per requirement.

Checking new items and Returned expiry and damaged items.

Preparing Purchase requisition against deficient items & upcoming Orders.

Assist & Report Back to Manager for weekly & Monthly reports.

Follow up account departemnt for checks and payments CDC/PDC.

Prepare memorandum,business correspondence and bussiness letters while maintaining confidential documents, and other highly sensitive company records.

Initiate discussions, share ideas with team members ,identify possible solution and implement the same towards the achievement of organizational objects.

Trained the staff how to deal with customers and improve the sale.

Trained purchase department how to deal with suppliers.

- Able to generate new hypermarkets supermarkets and departmental store.
- Well knows all companies and suppliers.
- Sales improvement.
- Able to handle all staff
- Stocks/Inventory Management.
- Stocks transactions Handling
- Liaise and work cooperatively with banks, auditors, suppliers and all parties dealing with the company.
- Project / Client Management..
- Multiple Reports Preparation.
- Time management.
- Work Force Management.
- Team building & Training.
- Pressure Handling & Multitasking.
- Ground Operations Monitoring.

**Computer Softwares:**

- **Peach tree**
- Inventory Management System.
- Sales & Distribution.
- **IPOS**
- (Inventory Management)
- **ACCOPOS**
- **MY COM**

**Microsoft Office (365 pro plus)**

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook.
- Basic Computer Hardware.
- Typing with good speed.

## Education:

**MANUAL ACCOUNT:** zabeel collage  
Dubai  
Intermediate: Gujranwala Pakistan

## Languages:

- **English:** Advanced level spoken/written.
- **Arabic:** intermediate level Spoken Only.
- **Urdu:** Advanced level spoken/written.
- **Hindi:** Advanced level of spoken.
- **Punjabi:** Advanced level spoken/written.

## Strengths:

- Problem Solving Abilities.
- Dynamic Hardworking.
- Enthusiastic for Team Work.
- Confident & Smooth Functioning.
- Quick Learning.

## Hobbies:

- Learning new Software's.
- Social welfare works.

## Core Functions:

**Working with functional Team Leaders & Managers** to obtain sale increasing requirements.

**Team building & Provide vision of Project objectives & guidance** to the team, Based on **management directions**.

**Scheduling team resources and striving for team consensus.**

**Create a trust building environment** among team members with **Open communication & creative thinking** & maintain **cohesive teamwork**.

**New projects set up** (hypermarket, supermarkets,) arrangements.

**Logistics Operations & SOPs Preparation.**

**Safe stocks shifting** from one branch to other branch.

## Duties and Responsibilities:

Monthly **attendance sheets** preparation & compile monthly **staff attendance** & **overtime sheets**.

**Payroll Preparation** and **Cheques preparation** for monthly salary payments to staff **Checking Accounts Ledgers** on daily transactions.

Checking **Payment Vouchers** Record & **Expense Voucher** Record.

**Follow up the Credit Receivable** from vendors.

**Bank Reconciliation checking** (reconcile the monthly transaction with Bank)

**Maintain Fixed asset Records** under Company Use.

**Stock receiving.**

Update **Stock Transactions & Record** on Daily bases.

Prepare **monthly Budget Report** for Business Transactions.

## Personal Details:

**Name:** Shahid Hafeez  
**DOB:** (03-FEB-1982) Pakistan.  
**Father Name:** Mohammad Hafeez  
**Nationality:** Pakistani  
**Marital Status:** Married

## Declaration:

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief. If given an opportunity to work under your esteemed organization, I will prove my ability & work to achieve the satisfaction of my superior & I shall be able to, execute every responsibility that is entrusted to me. I am looking forward to hearing from you soon.

**Shahid Hafeez**

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