



Sohail Zaman

Logistic / SSS (Sales Support Supply) / Inventory Specialist

• My Contact

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📍 Muscat - Oman

PERSONAL DETAILS

- **Father Name**
Muhammad Zaman
- **DOB: 15/06/1990**
- **Passport: CB5205192**
- **Nationality: Pakistani**

• EDUCATION

- **IELTS (5.5 Bands) 2019**
- **Bachelors of Arts (Economics) 2012**
- **Inter mediate (Commerce) 2010**
- **Matriculation (Science) | 2007**

About Me

To seek a position where I can make full advantage of my potentials and explore new avenues in a challenging work environment.

CAREER HISTORY

- **IKEA AL Futtaim . (Muscat Store 597) Oman**
- **Physical Inventory Assistant Feb 2022 – Present**
- As a Team member of Oman First Flagship Store .I am Responsible assist the Senior Physical Inventory in the responsibility for the execution of the physical inventory for the store including Self Serve, Full Serve, Market Hall and Display counts. Responsible for assisting with overseeing the Recovery counts and keeping detailed records of Recovery counts.
- Do the stock count by following the physical inventory calendar .
- Assist Data entry Team in daily operation
 - **SSS (Sales Supply Support) Specialist .**
 - With my Current Role i am supporting SSS Team in their daily Routines . Order validation from DC and suppliers. internal department Reports and daily weekly reports for sale. Collaborate with store sales team during daily store operations
- **IKEA – Saudi Arabia (2012 – 2019)**
- **SSS (Sales Support Supply) Specialist Jul 2017 – Aug 2019**
- Promoted as SSS Specialist in Jeddah South 503 Salaam Mall Store .I am responsible for Daily Ordering to local Supplier (DBS) items required as per sale demand in store.
- Responsible for different HFBs (Home business Furniture areas) for physical forecast in order to support Sales Team and support sale team to work Merchandise solutions in store in order to maintain supply and demand for Product availability in store for each customer Support Sales team in store Activity & promotions implementation in my business areas .
- KPIs. As a logistic partner work with sale team to Reduce over stock and slow selling stock with implementation of new ideas and merchandise solutions in the store.
- As logistic Specialist. I am responsible Maintain Sale Space in system of items & Follow up with sales partner. EDS (End daily Sale) Item follow up and new items Implementation in every PCD product change Date (New range presentation and implementation).
- As logistic Specialist Prioritize Container from sea port and land Deliveries to store as per store need. Branch transfers orders from other stores as per our store or other stores requests and follow up from other stores teams. .

• **PROFESSIONAL SKILLS**

- MS Excel MS Word
- MS PowerPoint
- Microsoft Outlook
- Advanced knowledge of web & retail operational tools and software's
- An eye for detail
Excellent Communicator
Tactful & Articulate
Problem solving
Excellent organizational skills
- Team player

• **COURSES / CERTIFICATES**

- 3 months diploma in basic computer course (Ms office. Hardware Software).
- 3 months diploma in mobile repairing.
- Certificate of Time Management training from DHL Global Forwarding
- Certificate of Huawei Software System Operator PSDS (Pakistan spear parts Distribution Center)
- Certificate of Spare parts Software Excel E-log System Operator
- Certificate of Spare parts Software System Operator LWMS (Logistics Warehouse Management Software)

• **Inventory Specialist Jul 2017 – Aug 2019**

I am responsible for Daily cyclic count in store and inventory accuracy in store. Monthly Reconcile of inventory from 3PL logistic partners also wall to wall count in every retrieval. Responsible to count whole range twice in a business year and maintain inventory Goals (Net and Gross Inventory).

• **Data Entry Officer (Logistics Data Admin Department) August 2015 – June 2017**

- I was promoted as Data Officer and responsible to receive container in system (NAV Classic) and post in system and recheck daily posted container. Maintain inventory on Daily basis. Daily check empty Bins and solve inventory queries and maintain ITR (Internal Transfer report). Process the Damage item or Transfer item GT (Goods Transfer) to Recovery Department
- Monthly reconciliation of local supplier transactions (storage facility) with IKEA in order to data accuracy daily follow up other department regarding Goods transfer of Damage transfer to other stores also sales need for Display.
- Daily Cyclic Count (SSS. Sale support Supply Department) I was also part of in SSS (Sales Support Supply) Department for Daily cyclic inventory for minus (-) sales item also Display and damage or recovery item. Daily inventory investigation and maintain Inventory of sales and buffer locations and also support in other query in SSS Department.

• **Good Flow Co-Worker (Shift Leader) / Logistic Jeddah Store (Replenishment)**

• **Co-worker Refilling Department**

- As a Goods Flow Shift Leader I was responsible of Daily Replenishment in Market Hall and Self Service Furniture Area. Make sale space of required item & check availability of required item. Backflow and Buffering of extra, required or wrong sale space item with reach truck and forklift.

• **R&D (Receiving & Distribution) Department**

- I also supported to receive container in system (NAV Classic) and post in system and recheck daily posted container. Maintain inventory on Daily basis. Daily check empty Bins and solve inventory queries and maintain ITR (Internal Transfer report). Process the Damage item or Transfer item GT (Goods Transfer) to Recovery Department.

• **ACHIEVEMENTS**

- FY 2017/2018 store inventory Goal (NET / GROSS) achieved as inventory specialist
- FY 2019 I have done one of the BEST IKEA OCP (Order Collection point) annual inventory as inventory specialist •
- As the senior team member, I am also responsible to teach every new Team member and also part of Buddy programs from HR dept. to help /teach & support the new Co-Workers

• **AREAS OF EXPERTISE**

- Order Collection
- Inventory management
- Client retention
- Customer relations
- Reconciliation of Supplier transactions
- Internal Transfer & Goods Transfer
- Reporting
- Task Scheduling
- Record Handlin

• **LANGUAGES**

- English
- Urdu / Hindi
- Arabic

• **DHL Global Forwarding – Pakistan**

• ***Warehouse Assistant / Regional In-charge (North Region) February 2009 – October 2012***

- I was responsible to solve queries highlighted by the Customer all kind of reporting like Inventory reports, engineer requisition reports, having conference calls up to regional level to discuss upcoming issues related to the project and for making it smooth. Maintaining 22 warehouses stock wise Reports and to solve there (E-Log) issues also escalate to our supporter sitting in Malaysia. Verifying billing invoices inventory cycle count most importantly overview of all kind of import and export shipments as Assistant and Also responsible for inventory at warehouses as well as ELOG software. Making and updating all kind of tracking reports on daily bases Other Projects
- FAJITSU / HUAWEI / MULTINET Pakistan / MOBILINK Pakistan
- Ufone Pakistan / MAKKAYS Pakistan / ELTEK Pakistan ZTE Pakistan Inventory control, tracking, maintaining record Manually and preparing to costumer as well as to ZTE Verifying billing invoices of all Pakistan Warehouses and submit to Accounts Department of ZTE and Follow up of Invoice amount
- **In charge North Region Pakistan.**
- Promoted in 2011 & responsible for Inventory control, tracking, reporting maintaining record and Lead all activities of NSN, Ufone, Huawei ZTE as a Regional In-Charge (North Pakistan