

ASAD JAMAL

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An experienced, enthusiastic and focused candidate who is committed for having challenging and goal-oriented tasks. I am an agile person with Key competencies like Planning and Organizing and Communication skills. I learn through environment, peers, superiors and computer aided technologies.

Work Experience:

Premier Sales (Pvt) Limited (Corporate Office)

- [Management Trainee Officer]

(April 2022 - July 2022)

- ✚ Proposed brand name based on market research, approved and rolled out across the industry
- ✚ Manage and confirm orders
- ✚ Listing of products on portal
- ✚ Review and ensure product listings are clear, complete, and meet the standards
- ✚ Provide solutions to optimize the system and improve the process
- ✚ Manage any task assigned by the senior management

Munchies -Unilever Pakistan

- [Live operations Associate]

(October 2021 - March 2022)

- ✚ Ensure order delivery within 30 minutes
- ✚ Identify issues in order delivery and work on solutions
- ✚ Close coordination with fleet, customer support and tech team lead and resolve the issues on a day-to-day basis
- ✚ Backend portal management
- ✚ Tech developments/changes/Bug reporting
- ✚ Identify fake orders and make them cancel (make sop)
- ✚ Inactive fake and shop order customers (make sop)
- ✚ Made smooth delivery for 3000+ orders in a day
- ✚ Daily Tracker of ETA and Acceptance rate

Tech city online shopping

-[Dispatch coordinator]

(January 2015 – December 2015)

- ✚ Addressing problems and requests by transmitting information or providing solutions.
- ✚ Maintain customer history files in database Receiving and dispatching orders for products or deliveries.

Sizzler café & Grill

-[Cashier]

(January 2016 – December 2016)

- ✚ Supervised employees and provide don the job training Received payment by cash, credit cards, vouchers, or automatic debits.
- ✚ Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Soorty Enterprises Pvt Ltd

-[Computer Operator]

(March 2017 – December 2018)

- ✚ Responsible to maintain a record of raw material, packing material and finish goods also in and out recording.
- ✚ Responsible for inward gate pass and outward gate pass.
- ✚ Ensuring the security of the company's computer system

U.P Electronics

- [Installments / cashier]

(February 2019- December 2020)

- ✚ Analytical negotiation with suppliers
- ✚ Dispatch units of rejected material as per given remarks by inspection reports
- ✚ Manage the customer's installments and also managed the petty cash expense





Academic Qualification:

- **University Of Karachi**
 - Bachelor of commerce (in progress)
 - **Govt. Degree Boy's College Buffer Zone**
 - HSC (Pre -Engineering) (2014)
 - **Young Folks' High School**
 - SSC (Science) (2012)
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INTERESTS

- Travelling
 - Web research
 - Freelancing
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Strength

-  self-motivated and ambitious
 -  Able to work in diversified situations, groups & surroundings
 -  I will be willing to work under your dynamic leadership
 -  Teamwork is the ability to work together toward a common vision
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Skills

-  Ms Office
-  wordpress.
-  Excel