

# FAHAD AHMED QADRI

## Present Address:

House# R-113, Gulshan-e-Waseem,  
Sector 16/A, Bufferzone, North Karachi, Pakistan.

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## Objective:

To secure a challenging position in an organization this can provide me opportunities for professional growth and career development. Motivated to work efficiently without direct supervision in busy environment, handling many tasks simultaneously; able to prioritize workload. Optimistic team player with the ability to get along well with everyone. Recognized for creativity, integrity and drive for success.

## EDUCATIONAL ACHIEVEMENTS: -

### ➤ **B.Com 2005-06**

Govt. Premiere Commerce College Karachi, Pakistan.

### ➤ **Inter Commerce-2001-02**

Govt. Premiere College for Men Nazimabad, Karachi, Pakistan.

### ➤ **Matriculation 1997-98**

Young Folks High School Karachi, Pakistan.

## CAREER PROGRESSION: -

### **Sana Logistics Pvt. (Ltd)**

- Asst. Mngr. Warehouse Operations (Searle Pharma, OBS Pharma & IBL Dist) Apr 2019 - Present
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- Oversees activities of warehouse, distribution and 3PL management including order preparation, shipping preparation, order returns and quality control.
- Managing (VAS Dept.) Printing & Physicians Sample Distribution activity efficiently.
- Coordinate and oversee daily work flows between client, customer service and warehouse floor.
- Liaising with customers and transport companies to avoid delays.
- Plan and monitor staffing requirements to ensure productivity, profitability and high service levels.
- Ensure orders, receipts, returns and special projects are completed on time and accurately as well daily inventory cycle count & review orders dispatch plan on daily basis.
- Ensure staff is trained on client specific requirements.
- Monitor MHEs & HTPs requirements and report their maintenance related issues timely.
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- Review incident log on weekly basis with warehouse and customer service staff.
- Ensure Housekeeping program in effect and monitored.
- Develop planning and process with local management
- Train the team how to Dealing with non-conformities.
- Make sure to run the smooth operational activities according to QHSE standards.

**Zara Mobilities Pvt. (Ltd).**

Apr 2016 - Apr 2019

**Team Lead Supply Chain and Customer Support**

- Provide Level3 support related to Inventory & Customer support issue to Cricket Wireless Retail Stores (US).
- Pre-order Sales & In stock inventory analysis, Sales Forecasting and prepare daily order sheet
- Overseeing the ordering and monitoring stock levels
- Create daily MIS reports on Excel for sales & inventory analysis for ordering of goods.
- Ensuring stores have enough stock.
- Tracking products through depots to make sure they arrive at their destination
- Inventory Audit Handling.

**Binary Vibes (Pvt.) Ltd (IT Solutions/Software Provider)**

Jan 2014 - Oct 2016

**Sr. Business Development Executive**

- Responsible for the business development of (Integnum) accounting & business software for Shipping & Logistics business.
- Analyzed important industry market intelligence in relation to market trends and future product development.
- Make cold calls for prospecting scheduling meetings with clients.
- Worked in business-development teams on business-planning strategies. Built sound, lasting, working relationships with key partners and clientele. Actively involved in decision-making process together with technical staff and management decision makers, facilitating execution of the sales process.

**Mobilink** (Pakistan Mobile Communication)

Apr 2007 - Nov 2011

Team Co-coordinator/Customer Care Officer (Contact /Call Centre)

- Dealing with customers through inbound calls regarding their mobile connections to provide them the resolution for their complaints and queries.
- Up selling of company's different packages and new offers, represented couple of times in Exhibitions for the promotion of company's new products and packages
- Both back end & front end customer dealing.
- Worked as a backup Team Lead, maintain Team's quality task, training and counseling of team members.

**S.MART**

(SUPER STORE)

Dec 1999 - Feb 2007

Purchaser/Floor Manager

- Dealing with supplier and representatives of companies and purchase of goods.
- Responsible for the payments of suppliers and issuance of cheques.
- Management of the floor as well as interacting with the customer regarding their feedback.
- I was responsible to fulfilling an administrative and customer service role in a busy Super store.
- Familiar with stock control and administration.
- Prepare daily sale, purchase report and month end profit report.

**TECHNICAL PROFICIENCY: -**

- Good Knowledge of MS-office, (Advance Excel).
- Worked on ERPs (**WMS** Warehouse Management System, **Oracle**, **Siebel** CRM & **Java** based softwares)

**TRAININGS:**

- 1) GWP (Goods Warehouse Practices. 2) Hazard Identification. 4)  
3) Dealing with Non-Conformities. 4) CAPA (Corrective Action Preventive Action)**

**PERSONAL DETAILS: -**

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|----------------|----------------|
| Nationality:   | Pakistani      |
| Languages:     | English & Urdu |
| Date of Birth: | 10/7/1981      |

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| CNIC#:          | 42101-1832879-1 |
| Passport#:      | AM4428791       |
| Marital Status: | Married         |

