

# Syed Shaheryar Shahid Rizvi



shaheryar\_rizvi@hotmail.com



03342226387



[linkedin.com/in/syed-shaheryar-shahid-rizvi-08280220a](https://www.linkedin.com/in/syed-shaheryar-shahid-rizvi-08280220a)

## Summary

Keen on learning & growing as a dynamic employee while injecting all my energy & enthusiasm in my work on seeking intriguing opportunities & challenging responsibilities. Decisive Supply Chain Associate skilled in managing productivity and overall performance of team members while meeting business and customer service objectives. Proficient in supplier negotiation and conflict resolution strategies. Strong leadership and organizational talents. Successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Experience



### Supply Chain Associate

Sultex Industries

Oct 2022 - Present (8 months)

Supply Chain Associate

Sultex Industries

Karachi - October 2022 - Current

- ◉ Preparing Purchase orders.
- ◉ Create supplier invoices in ERP system, log sheet & Entered deliveries in ERP system.
- ◉ Tracked and monitored purchase orders, deliveries and invoicing to verify accuracy and compliance.
- ◉ Implement inventory-management strategies to maximize availability and decrease waste.
- ◉ Supervise staff members tasked with handling materials management, planning, purchasing, and customer service duties.
- ◉ Streamline management processes to reduce supply chain costs and improve efficiency.



### Purchase Center Manager

Car First

Jan 2022 - Oct 2022 (10 months)

Purchase Center Manager

Car First

Karachi - January 2022 - October 2022

- ◉ Develop lead and execute purchasing Strategies, Track and report key functional metrics to reduce expenses and improve effectiveness.
- ◉ Partner with stakeholder to ensure clear requirements documentation Perform cost and scenario analysis and benchmarking.
- ◉ Seek and partner with reliable vendors and supplies.

- ◉ Determine quantity and timing of deliveries, monitor and forecast upcoming levels of demand.



## **Social Media Marketing Support Executive**

Ibex

Oct 2021 - Jan 2022 (4 months)

Social Media Marketing Support Executive

Food Panda Campaign

IBEX

Karachi - October 2021 - January 2022

- ◉ Managed relationships with third-party vendors and suppliers to establish timely delivery of services.
  - ◉ Demonstrated respect, friendliness and willingness to help wherever needed.
- Increased customer engagement through social media.



## **Customer Support Executive**

IBEX, TRG

Nov 2020 - Mar 2021 (5 months)

Customer Support Executive

Food Panda APAC International Campaign

IBEX, TRG

Karachi - November 2020 - March 2021

- ◉ In their food panda campaign (chat/tickets) for food panda international campaign.
- ◉ Built strong relationships with field operations team to support business development opportunities and improve service.
- ◉ Listened to customers' questions and concerns to provide answers or responses.
- ◉ Collected customer information and analyzed customer needs to recommend potential products or services.
- ◉ Offered free products or services to pacify irate or unsatisfied customers.
- ◉ Provided excellent customer service by efficiently resolving issues and responding to inquiries.



## **Teacher**

Pakistan Sindh Rangers school TCS

Nov 2016 - Jun 2020 (3 years 8 months)

Teacher

Pakistan Sindh Rangers school TCS

Karachi - November 2016 - June 2020

- ◉ Sindh Rangers TCS (training and recruitment center) in the education department.
- ◉ Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.

- ◉ Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.

## Education



### University of Karachi(KUBS)

Master of Business Administration, Logistics, Materials, and Supply Chain Management

2021 - 2022

- ◉ As part of my thesis work during my MBA program, I conducted an in-depth investigation into the relationship between supply chain management practices and the competitive advantage of a firm. The study involved a comprehensive literature review of relevant theories and empirical research, as well as a quantitative analysis of survey data collected from a sample of firms in the industry.

- ◉ Through this research, I gained valuable insights into the critical role of effective supply chain management in enhancing a firm's competitiveness. I learned about the importance of aligning supply chain strategies with the overall business strategy, the need for effective coordination and collaboration with suppliers and customers, and the significance of adopting innovative and sustainable practices.



### University of Karachi(KUBS)

Bachelor's Degree, BBA in Marketing

2016 - 2020



### Govt. Jinnah College

Intermediate, Pre-engineering

2013 - 2015



### ASF Public School Karachi

Matriculation, Computer Science

2011 - 2013

## Skills

Business Planning • Operations Management • Analytical Skills • ERP Software • Supply Chain Management • Negotiation • Purchasing • Customer Relationship Management (CRM) • Written Communication • Social Media Marketing