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Summary

Building a career in a growing company where I can demonstrate my skills by embracing challenges, achieving organizational goals, and ascending the career ladder through continuing learning and dedication.

Microsoft Dynamics AX 2012 & MS Excel, MS Word. Outlook

Transfer Out & Return Purchase Order & Purchase Order & Transfer Order Creation, & Received Physical & Systemically. Warehouse Maintain, Receiving and Dispatch process physically and systemically.

Logistic Process , Annual & Half Year Closing Expertise , Inventory Accuracy Process, Goods Communication Skills , Strong follow up , Time management, Team Leader, Quick Lerner, Interpersonal Skills, Bill Of Material, Transfer Journal,. Physical & Systematically Supplier Bills Verification.

Floor Management, Record Maintain with Soft copy and Hard Copy.

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Experience

Ecommerce Manager

BIN HASHIM PHARMACY & SUPERMARKET

Aug 2023 - Present (1 month)

Responsibilities:

Manage all online activity in relation to traffic acquisition, sales, conversion, and a/b testing and reporting

Develop and implement an e-commerce strategy in order to improve website performance

Work with developers to improve website speed

Work with the marketing team or manage digital marketers in order to improve quality and traffic acquisition

Re-Platforming website to new CMS, making website mobile capable

Research the market in order to discover new trends and technologies in order to improve website performance

Analyze various data in order to deliver data-driven strategies in order to deliver top performance and achieve KPIs

Oversee or directly manage digital marketing channels across PPC, SEO, Display, affiliates and email marketing, and social media

Develop a content calendar and oversee website uploads and landing pages development

Report on performance

Manage the E-commerce Operation (i.e order deliveries, stock availability, and maintain parcel delivery time)

Web Content Developer

Silicon Networks

Nov 2022 - Aug 2023 (10 months)

- Maintains excel sheet by entering new and updated product information.
- Establishes entry priorities.
- Titles creation of Hardware Accessories
- Processes product documents by reviewing data for deficiencies.
- Maintains data as per requirements by following data program techniques and procedures.
- Combines data from systems when product information is incomplete.
- Gather the required information from the website by following the process of downloading, formatting, and conversation of content.
- Analyze, execute, and optimize a keyword research strategy that identifies the most effective and targeted key phrases to drive traffic.
- Creating excellent content for product listings.

Warehouse Supervisor

Chase Value

Jul 2019 - Nov 2022 (3 years 5 months)

- Responsible for informing section in charge about the routine work of his team on daily basis.
- Responsible for receiving concerned department bills from receiver.
- Responsible for allocating the bills which are near to open within the same day among the team members
- Responsible for receiving product price and dispatch approach from merchandisers.
- Responsible for instructing the team members to place barcodes on the products correctly.
- Responsible to handover the bills along with product to dispatch department.
- Responsible for dispensing the stock as per the respective branch.
- Responsible for getting signatures from section in charge after the completion of the bills and dispense the stock/product to data entry department.
- Identification of places to ensure the storage of new stock.
- Searching of missing items of the bills.
- Ensure the cleanliness of the department.
- Supervision of the issues of team members and provide alternate solution to resolve those issues.
- Ensure that return stock would be moved within the day bill processed.
- Identify the excess and shortage of the bills and inform merchandisers/suppliers about it.
- Ensure the committing of bills and generate bills as per required department.
- Ensure compliance of all management directives given from time to time.
- Conduct regular follow-up on the performance of employees and absenteeism.
- Conduct regular follow-up of employees lunch time and tea time.
- Ensure compliance with all company policies, procedures and practices.
- Should escalate all disciplinary issues to HR immediately as necessary.

Data Entry Specialist

Chase Value

Jul 2018 - Jun 2019 (1 year)

- To follow and fulfill standard operating procedures defined by HR.
- Create Inventory transfer outs of all CVC locations.
- Print barcodes as approved by the merchandisers.

- Rectification of wrong allocated category and sub category within three (03) to five days (05) from the date of barcode formation.
- Create manual GRN (Goods Return Note) as per the defined format on daily basis.
- Verification of Manual GRN (Goods Return Note) with the bills submitted by suppliers.
- Accurate correspondence on emails with merchandisers and supply chain department.
- Distributes print outs of barcodes to In-charges of concerned department within defined TAT.
- Assist warehouse In-charges in findings of the inventory.
- Make TO's (Transfer Outs) and Transfer In's within forty eight (48) hours from the receiving.
- Committing received purchase orders and transfer In's (Roll back also)
- Ensure compliance with all company policies, procedures and practices.



Sales Cashier

Chase Value

Jul 2016 - Jun 2018 (2 years)

- Smile and greet Customer gently.
- Scan the products, confirm and verify the product on the screen
- State total amount to customers before finalizing the bill
- Once the customer acknowledges the amount, process the transaction and handover the change along with the generated bill/slip.
- At the end, verify from till helper the total number of items he packed and the quantity being showed on his screen
- Follow Exchange and Refund Policy
- Look after daily/weekly promotional ads
- Ensure availability of security ties and all ranges of shoppers from Operations Cashier.
- Keep eye on till helper mistakes and inform immediately to save the company loss.
- During the billing process on cash till, cashier will ensure that there is no left over products on his cash till.
- To take care of personal hygiene and keep oneself presentable with good and professional attire
- Ensure compliance of all management directives given from time to time with regards to branch operations.
- Identify & Prevent stock loss.
- To follow all company SOPs/Policy,



Sales Cashier

Diamond Super Market

Jun 2015 - Jun 2016 (1 year 1 month)

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request an additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment
- Be responsible for Till Cash and Receipts.

Education



Aptech Pakistan

Software Developing , Computer Science

2017 - 2021



Forman Govt Collegue

Intermedicate, Computer Science

2016 - 2017

Skills

Microsoft Excel • Microsoft Office • Microsoft Word • Time Management • Customer Service • Retail
• Sales • Crystal Reports • Reporting • Report Writing

Honors & Awards



Best Data Entry Officer - Chase value Centre

2018



Best Data Entry Officer - Chase Value Centre

2019



Best Service in Branch Opening - Chase Value Centre

Aug 2019



Best service in Branch opening - Chase Value

Oct 2021