

HAMMAD RAEES



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SUMMARY

I am a keen, hardworking, relatable and excellent time keeper. i am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and i am flexible in my approach to work duties. I have a good sense of humor and a pleasant approach.

SKILLS

- SAP Business
- Business Expert
- Strong Problem Solving
- Critical Thinking
- Data Analyzer
- MS Office
- Interpersonal Skills

WORK EXPERIENCE

DIAMOND SUPER MARKET

Assistant Sales Manager • 2021 – Present

- Ensure high levels of customer satisfaction through excellent sales service
- Proven working experience in retail sales
- Basic understanding of sales principles and customer service practices
- Track record of over-achieving sales quota
- Solid communication and interpersonal skills
- Customer service focus
- Friendly, helpful, confident and engaging personality
- Basic administration skills
- Ensure high levels of customer satisfaction through excellent sales service

DIAMOND SUPER MARKET

Warehouse Logistic Officer 2019–2021

- Carries out packing and warehousing, and storage duties in preparation for site-specific program and shipment
- Responsible for tracking, receiving, and stocking all items ordered
- Ensures materials are appropriately stored
- Provides a list of all stocks moved from the warehouse to branches accordingly demands.
- Manages and maintains inventory of fresh and damage stocks
- Manages the repair of equipment
- Responsible for supervising and accounting for an inventory
- Responsible to fifo all the stocks to avoid expiring.

DIAMOND SUPER MARKET

Purchase Officer (non-food) 2018–2019

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends

DIAMOND SUPER MARKET

GRN OPERATOR 2017–2018

- To generate PO and GRN in main warehouse.

Brand Partnership Pvt. Ltd 2016 (Internship)

Internee 2016

- Basically, It was a advertising agency and i worked on a software named as Kantar regarding media logic and people meter.

E D U C A T I O N

BBA (Supply Chain) (In Process)

From Ilma University (Formerly institute of Business & Technology IBT)

Intermediate

Intermediate from Commerce Intermediate Board
Karachi