

Shoaib Asad

Objective To continue my career in an esteemed institution where I can utilize my interpersonal and intellectual skills for mutual benefit.

Professional Experience

STALLIONS UNITED 13th June 2023 - Present
Store Manager

Job Description:

- Monitor inventory levels and order new items.
- Ensure store compliance with health and safety regulations.
- Manage all controllable costs to keep operations profitable.
- Manage stock levels and make key decisions about stock control
- Deal with all issues that arise from staff or customers (complaints, grievances etc)
- Maintain outstanding store condition and visual merchandising standards.
- Follow LIFO FIFO
- Manage all drivers and daily delivery schedule (Jeddah, Makkah, Taif, Madina, Yanbu, Tabuk Rabigh, and south region).
- Direct reporting to SC Head.
- Collect daily report from Riyadh, Dammam.

SAFE ARRIVAL 16th September 2019 to 10 June 2023

Store Manager

Job Description:

- Deliver excellent service to ensure high levels of customer satisfaction.
- Prepare detailed reports on buying trends, customer requirements, and profits.
- Undertake store administration duties such as managing store budgets and updating financial records.
- Monitor inventory levels and order new items.
- Ensure store compliance with health and safety regulations.
- Manage all controllable costs to keep operations profitable.
- Manage stock levels and make key decisions about stock control
- Deal with all issues that arise from staff or customers (complaints, grievances etc)
- Maintain outstanding store condition and visual merchandising standards.
- Report on buying trends, customer needs, profits etc
- Powerful leading skills and business orientation
- Customer management skills
- Strong organizational skills
- Good communication and interpersonal skills

AFIA INTERNATIONAL 05TH May,2015 to 15 September 2019.
Savola Group of Companies K.S.A
Store Manager

Job Description:

- Complete store operational requirements by scheduling and assigning employees; following up on work results.
- Maintain store staff by recruiting, selecting, orienting and training employees.
- Prepare annual budget, schedule expenditures; analyze variances; initiate corrective actions.
- Reviewing sales performance.
- Negotiating contracts
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensure availability of merchandise and services by approving contracts; maintaining inventories.
- Protect employees and customers by providing a safe and clean store environment.
- Maintain the stability and reputation of the store by complying with legal requirements.
- Contribute to team effort by accomplishing related results as needed. Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers.
- Manage all controllable costs to keep operations profitable.
- Manage stock levels and make key decisions about stock control.
- Analyze sales figures and forecast future sales.
- Analyze and interpret trends to facilitate planning.
- Deal with staffing issues such as interviewing potential staff, conducting appraisals and performance reviews, as well as providing or organizing training and development.
- Initiate changes to improve the business, e.g. revising opening hours to ensure the store can compete effectively in the local and international market.

SAMMAR ENTERPRISES November 2014- April 2015
K.S.A
Operations Office

Job Description:

- To handle import of Renault cars.
- To receive orders from customer and arrange transport for loading, from LSC yard to customer site.
- Upsand handling car carrier for Renault.
- Preparation of all documents related to operations (Way bills, trip allowance).
- Daily track reporting for concerned details and procedures to Transport Manager.
- Maintain the record keeping.

AL RAHIM TRADING COMPANY(PVT)LTD September 2008- September 2014
Sales Officer

Job Description:

- Organize sales visits.
- Demonstrating/presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conference and meetings.
- Collect new purchase order and look after till delivery and payments.
- Reviewing sales performance.
- Negotiating contracts

Asad Brothers Aug 2004 till September 2008
Storekeeper, Karachi

Job Description:

- Maintaining and stocks handling.
- Dispatching daily customers' requirements as per orders.
- Handling inquiries related to new clients.
- Preparing daily report and updating sales manager.
- Maintaining FIFO for all products.
- Collect new purchase order and look after till delivery and payments.

Academic Education

- **Graduation (Commerce)**
 - From University of Karachi with second division in 2003-04
Karachi- Pakistan
- **H.S.C (Commerce)**
 - From Premier College Karachi in 2001 Karachi - Pakistan
- **S.S.C (Science)**
 - From Lady Bird, Karachi in 2000 Karachi- Pakistan

Technical Education

- Operating system:
Windows 95 /98 2001XP

Internet and MS Office.

Languages

- Urdu
- English
- Punjabi
- Arabic

Personal Information

Father's Name: Asadullah

Marital Status: Married

Date of Birth: 23rd October, 1984

Religion: Islam

Nationality: Pakistani

Driving License: Valid License in KSA

Iqama: Transfer