

## CURRICULUM VITAE

### SARFRAZ AKRAM MUHAMMAD AKRAM



#### Contact Information:

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#### Address:

Nasseriya 28 , 45 street,  
Flat No 1 sharjah U.A.E

#### Personal Information:

**Date of Birth:** 16-02-1989

**Nationality:** Pakistan

**Passport No:**  
BZ1326573

**Visa Status:**  
Employment visa

#### Language Known:

English, Urdu and  
Punjabi

**Sex:** Male

**Marital Status:**  
MARRIED

#### Driving License

Valid U.A.E MANUAL  
DRIVING LICENSE

#### OBJECTIVE

#### PROFESSIONAL EXPERIENCE

To perform in a creative and challenging position in an organization that would provide an opportunity for using my academic background and experience in Accounts, Amazon, Assistant Merchandising/Production, and Quality Assurance.

#### ASSISTANT ACCOUNTANT/ ACCOUNT RECEIVABLE/HR COORDINATOR

**COMPANY:** ZULFIQAR ALI MUHAMMAD TECHNICAL LLC.

**DURATION:** AUGUST 2023 TO CONTINUE..

- Collect money from the customer in the form of electronic money or Cash for the purchased goods.
- Responsible for handling of cash and credit card transactions
- Perform various customer service duties
- Responsible for ensuring prompt assistance to customers in store
- Handle a high volume of face to face customer interaction.
- Other job requirements included pricing, stocking and aesthetic appeal.
- Maintain general building hygiene during my opening or closing shifts

#### WAREHOUSE ASSOCIATE /SUPERVISOR

**COMPANY:** AMAZON.AE

**DURATION:** AUGUST 2015 TO SEPTEMBER 2018

#### Job Responsibilities:

Assist with receiving, unloading, counting and stocking physical inventory in the warehouse.

Open boxes, crates and other containers.

Ensure orders are processed efficiently and that the delivery of materials meets customers' expectations and business timelines.

Pick items according to the Order form.

Inspect items to ensure they're not damaged or faulty and adjust inventory accordingly.

Pack item according to specified packing guidelines.

Ship and fulfill customer orders in Inventory system, inputting appropriate tracking numbers and links.

Maintain safe and clean work environment by keeping shelves, inventory space and work stations neat sweep and vacuum.

Organize warehouse and work area for orderliness at all times.

Wear the proper safety equipment.

Order new supplies in a timely manner, including pre-paid shipping.

Packaging, stationary, tissue paper, boxes, etc.

Constantly work to improve processes.

Make suggestions for productivity improvements.

- Communicate and collaborate with other team members  
Train and guide new warehouse workers
- Perform stock takes bi-annually on all products in the warehouse
- Ensure that internal delivery processes are adhered to
- Identify errors and eliminate root cause using robust countermeasures
- Sustain the corrective actions to eliminate repeat issues
- Monitor and maintain stock accuracy by ensuring physical stock is in line with the inventory management system and ensure all stock movements are recorded to ensure accuracy
- Liaise with customers, suppliers and transport companies as and when required in a timely manner
- Ability to be resilient, assertive, optimistic and open to change
- Good understanding of customer deliverables and the impact failure/ cost of poor quality
- Assist with warehouse sales, including working weekends where required, bump in and bump out
- Implement (FIFO FEFO LIFO) procedures for goods in the warehouse
- Used pallet jacks to move items to and from warehouse locations.
- Worked additional hours and shifts to meet tight deadlines during peak periods.
- Organized incoming inventory to fit with optimal storage plans and maintain retrieval efficiency.

#### **ASSISTANT MERCHANDISER /PRODUCTION MANAGER**

**COMPANY: EURO TREND PVT LTD.**

**DURATION: OCT 2018 TO JULY**

**2023**

- Assist senior merchandiser in everyday product merchandising activities.
- Process and monitor invoices and shipments accurately.
- Report warehouse and store about stock release, stock return and new arrivals.
- Forecast order quantities based on stock level and sales information.
- Maintain and monitor stock levels and movements.
- Maintain accurate stock, export and shipping related documents.
- Generate reports related to sales and profits and new merchandising concepts.
- Develop pricing and merchandising strategy to meet sales target.
- Manage merchandising calendar to meet deadlines.
- Develop merchandising guidelines and reference documents for team members.
- Prepare samples and perform sample testing and reporting.
- Assist in developing merchandising ideas for business growth based on industry trends, market analysis and competitor markets.
- Work with sales coordinators to identify new opportunities and improvements.
- Identify and resolve merchandising, purchase order and production issues in a timely fashion.
- Coordinate with merchandiser to develop seasonal products.

## Educational Qualifications

- **B.COM (Bachelor in Commerce)**  
University of Punjab Lahore, Pakistan
- **Plus Two**  
BISE GRW, Pakistan
- **SSC**  
BISE GRW, Pakistan

## Technical Knowledge

- Accounting SOFTWARE (Tally, Peachtree, QB)
- Hardware & Networking, Advance Computer knowledge
- MS Office
- Appreciate Team Work

## Hobbies

- Surfing net
- Hearing music, playing and watching cricket and football.
- Travelling

## Additional Skill

- Windows 10,8, 7, XP,
- Computerized Accounting with Tally
- MS Word, MS Excel, MS Power point
- Adobe PageMaker, Photoshop, Corel Draw
- Sincere and Hardworking
- Ability to take the initiative in learning about new technologies and adding value to organization

## Strengths

- Excellent Leadership qualities
- Good Team Player and Service Oriented.
- Excellent communication and interpersonal skills
- Ability to take the initiative in learning about new technologies and adding value to organization
- Maintain positive attitude in the face of changes in work assignments.

## Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Yours sincerely,  
**Sarfraz akram**