



# Waqar Baig

## Asst Manager E Commerce Operation

North Karachi, Surjani Town , Saima Arabian Villas , Karachi, Pakistan  
waqarbaig24@gmail.com 03322957051

## Details

### Date / Place of birth

15-Jan-1991  
Karachi, Pakistan

### Nationality

Pakistani

### Driving license

Yes

## Skills

Microsoft Office Excel  
Great Customer Service  
Inventory Management  
Inventory Control Skills

## Languages

English

● ● ● ● ● ● ● ● ● ●

Urdu

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## Links

LinkedIn

## Profile

Experience appears to be concentrated in E-commerce Operation, Inventory Management & Operation Management (Management, Monitoring, and Software Management), with a lesser concentration in Marketing (Channel Management). Experience appears to be a LOWER-TO-MID LEVEL, with about 9 years of experience and several years' management tenure, including a low-level position.

## Software Operating Skills

Mar 2021 — Present

### Shopify

Karachi

Feb 2016 — Present

### Excel (Microsoft 365)

Karachi

Advanced Excel Skills

Karachi, Pakistan

### Microsoft Dynamics Ax (Modern)

Good Command from generate customer invoice till bank entries  
bank reconciliation, audit, inventory management .

Karachi, Pakistan

### SAP (Systems, Applications and Products)

Good command to make PO (Purchases Order ), GRN (Goods Receipt Noted) PR ( Purchased return) after completion of these all task generate retail prices discount prices and then we proceed summary and submit to Procurement dept.

Karachi, Pakistan

### Oracle

Good command to operate oracle from to log for a customer record till completion of the task.

## Employment History

Oct 2021 — Present

### Asst Manager E Commerce operation at Siar Digital

Karachi

- Assisted Product Manager with all tasks related to the successful launching of products.
- Effectively utilized knowledge of inventory control and management.

- Created weekly reports and presented the results to management.
- Used excellent time management and project management skills to successfully oversee and manage projects from conception to completion.
- Created products on Shopify and ensure that the products are visible on websites with no glitches.
- For the website, created a lookbook, hero banners, and a collection.
- Worked one-on-one with clients and took on extra responsibilities as needed.
- Worked to improve existing products based on customer evaluations and needs.

Feb 2021 — Sep 2021

Karachi

## Operation Executive at Bachaa Party (Pakistan)

- Managing data on daily basis from all branches.
- Maintained daily logs of inspection activities and results
- Analyzing and reporting on performance
- Making Sales Reports & Stocks Reports
- Ensure Stock / Inventory Management of Retail Branch
- Monitoring operational performance.
- Reports on inventory levels to management.
- Communicating with upper management to develop strategic operations goals.
- Managed a variety of internal communications.
- Led with a can-do attitude and a positive mindset.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Worked well independently and on a team to solve problems..
- Inspected all operation systems and navigation equipment prior to take-off.

Dec 2019 — Jan 2021

Karachi

## Operation Executive at Saira Noor (Pakistan)

- Managing stock control and inventory.
- Analyzing and reporting on performance.
- Provide administrative support (e.g. updating inventory).
- Ensure compliance with company policies and regulator.
- Reviewing workloads and manpower to ensure targets are met.
- Supporting the CEO or executive team's vision and process ideals.
- Ensuring staff working on processes are happy and operating efficiently.
- Supporting all functions of the business to work together.

May 2017 — Nov 2019

Karachi, Pakistan

## Asst. Operation Branch Manager at Nishat Linen Pvt LTD. (Pakistan)

- Ensure Stock / Inventory Management of Retail Branch.

- Measurement of Stock Safety as per Standard operating procedure.
- Training with Team on Motivation, SOPs, Sales Target and professional Adequate & Business Ethics.
- Staff performance evaluation & Supervision as part of appraisal.
- Delegation of Tasks, Assign the responsibility and deployment of team in store by ensuring individual time management.

May 2016 — Mar 2017

Semenyih

## Branch Operation Officer at Al-Fatah (Malaysia)

Dec 2014 — Apr 2016

Karachi

## Procurement Officer at Imtiaz Supper Mart

- Ensure Purchased Order & Goods Receipts Notes via SAP software.
- Stock demand management as per the requirement of replenishment by departments.
- Monitoring stock reports, and Set the stock prices as per SOPs of Imtiaz Super Market.
- Team development, training on conflict resolution.
- Ensure and facilitation of customer service as part of quality service.

Feb 2013 — Nov 2014

Karachi

## Customer Relationship Officer at Q Mobile

- Handling delivery of all warranty sets from H/o to branch.
- Directly assist to Branch Manager regarding customer complaints.
- Responsible for all correspondence related to branch issues and customer urgent queries through emails.
- Responsible for arranging urgent parts for warranty sets for hyper customers.
- Responsible for delivering phone after claim/repair.
- Responsible for blocking warranty systematically for all liquid damage sets after proper verification.
- Posting and processing journal entries to ensure all business transactions are recorded.

## Education

Sep 2010 — Dec 2013

Karachi, Pakistan

## Karachi University

Bachelors of Commerce

Study Program Bachelors of Commerce 09\2010 - 12\2013  
Karachi University

Mar 2008 — Jun 2009

Karachi, Pakistan

## City College

Intermediate

Study Program Commerce 2008 - 2009 City College.

Mar 2006 — Mar 2007

Karachi, Pakistan

## Major Shabbir Shareef Shaheed Boys Secondary School

Matric

Study Program Computer Science 2006 - 2007

### Courses

Jan 2012 — Dec 2012

Electrical Installation at City & Guilds

Jan 2012 — Dec 2012

Information Techniques of PVC  
Polyethylene Piping at TERRAIN SDP

### References

References available upon request