

Alisha Munawar

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Professional Experience:

OLX Classifieds Pvt Ltd, Karachi, Pakistan:

Executive Category Growth: (Mar 2022 to May 2022)

- On boarding Home Appliances, Mobile Phones & Accessories category.
- Visit to the market and pitch to the new vendors for coming on board on OLX Classifieds.
- Managing the SKU creation & Sales for the respective vendors.
- Assisting the vendors in getting their payments released.
- Co-ordinate with the vendors regarding the customer queries and returns.

OLX Mall, Karachi, Pakistan:

Executive Product Content: (Jan 2022 to Feb 2022)

- Create all the new SKU's & content on the website.
- Upgrade the content for the existing SKU's created in the system.
- Co-ordinating with the commercial team regarding the inventory of the stocks.
- Completing the tasks in the given time frame.
- On-boarding of new brands in the systems.

Bachaa Party Pvt Ltd, Karachi, Pakistan:

Supply Chain Executive (Sep 2020 to Jan 2022)

- . Checking all the stock report of the store inventory based on sales.
- Making Replenishment of the stock for the stores.
- Fulfilling the demand of the stores for the high selling items.
- Supervising the Replenishment team for the allocation of stock to the stores.
- Plan the New Stock (New Articles) allocation to the stores.
- Resolve the issues in collaboration with the cross-functional departments.
- Generates a weekly basis report of the inventory

Daraz.PK (Alibaba Group), Karachi, Pakistan:

Customer Return Processor (Sep 2019 to Jul 2020)

- Process the Returns received from the customers.
- Validate customer's claims by doing the physical QC of the product.
- Communicate with the Customer Service Representatives for the customer claims.
- Return the products back to the Inventory or Vendor (RTV) based on our QC, if the customer claim is valid.
- Handing over the QC Failed items to the Inventory or Reverse Logistics to send it back to the vendor.
- Return the QC Passed items back to the customers (RTC)
- Receive returns from fleet on daily basis which are returned by the customers.

Qualification:

Intermediate: Govt. College of Commerce and Economics, Karachi.

Matriculation: ST. Patrick's High School, Karachi.

Languages:

- English
- Urdu
- Punjabi

Software's:

- Microsoft Dynamics AX
- Shopify
- Magento
- Solidus
- Microsoft Office (Excel, Word & Power Point)
- Communication & Collaboration Tools (Skype, Zoom etc.)

Skills:

- Time Management
- Complaint Management
- Problem-Solving Skills
- Team Management

Personal Details:

Father Name : Munawar Lal

CNIC : 42301-0603828-7

Marital Status : Single

Date of Birth : 25th April 2001

Nationality : Pakistani

Visa Status : 3 Months (Visit Visa)