



Aqib Tariq

CONTACT

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📍 Gali banian Nawansher abbottabad

SKILLS

Ms Office

100%

Data Entry

100%

Customer Handling

100%

Adobe Photoshop

80%

Video editor

100%

LANGUAGES

English

Urdu

OBJECTIVE

A dedicated and motivated professional with a strong commitment to delivering exceptional results. Eager to bring my skills and experience to a dynamic team and contribute to the success of the organization, I am enthusiastic about embracing new challenges and continuously expanding my knowledge. Seeking a role where I can make a meaningful impact and contribute to a collaborative and innovative work environment.

EXPERIENCE

Warehouse Clerk

5/2017 -

BI Harbert international Us embassy Islamabad

4/2018

Maintained accurate records of incoming and outgoing shipments for data integrity.

Expedited order fulfillment by effectively managing inventory organization and picking and packing materials.

Provided support for documentation-related tasks, aiding in the management of collection materials, proof documents, and attachments.

Contributed to the safe operation of forklifts and other equipment, adhering to personal safety regulations.

Collaborated closely with business, sales, and customer service to facilitate informed inventory information and address issues regarding shipped goods or inventory discrepancies.

Warehouse supervisor

4/2018 -

BI Harbert international

4/2020

Led and supervised a team of warehouse staff, ensuring daily operations were conducted efficiently.

Managed inventory levels through strategic tracking and replenishment strategies, resulting in a 15% reduction in stockouts.

Streamlined order fulfillment processes, leading to a 25% decrease in order processing time.

Conducted regular training sessions for warehouse personnel, focusing on safety protocols, equipment operation, and material handling techniques.

Collaborated cross-functionally to address supply chain challenges and enhance overall efficiency.

Resolved escalated customer inquiries and complaints, ensuring a high level of customer satisfaction.

Implemented a performance tracking system for the warehouse team, leading to improved productivity and accountability.

Oversaw equipment maintenance and repair to ensure the safe and effective functioning of warehouse operations.

Played a pivotal role in the successful implementation of a new inventory management software, resulting in enhanced accuracy and streamlined inventory control processes.

Online seller 8/2020 -
Amazon ebay 8/2023

Managed and operated a successful online seller account on Amazon and eBay platforms.

Leveraged effective marketing strategies to drive product visibility and increase sales.

Conducted market research to identify trends, analyze competition, and optimize pricing strategies.

Created compelling product listings with persuasive descriptions, images, and keywords to enhance search visibility and attract customers.

Developed and executed targeted marketing campaigns to promote products, resulting in [specific achievement, e.g., increased click-through rates, conversions, etc.].

Managed inventory levels, ensuring products were in stock and ready for shipping.

Addressed customer inquiries, resolved issues, and maintained high levels of customer satisfaction.

Utilized analytics tools to track sales performance, monitor key metrics, and make data-driven decisions for improvement.

Adapted marketing strategies based on platform algorithm updates and marketplace trends.

EDUCATION

Master in International Relations 2020
Hazara university Pakistan
B
