

# Tayyab Tariq



I have a strong desire to contribute my skills and expertise to a dynamic company, leveraging my experience to drive productivity and enhance the company's reputation. I am seeking an opportunity to further develop my abilities and make a meaningful impact within an organization.

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Al Mankhool, Bur  
Dubai, U.A.E



## Work Experience

### E-Commerce Operation Manager

#### Enem Mall

08/2018 – 05/2023

LHR, PAK

- Managed end-to-end ecommerce operations, product management, order fulfillment, and customer service.
- Developed & implemented efficient systems for order processing, picking, packing, and shipping to ensure fast and accurate fulfillment of customer orders.
- Monitor and optimize website performance, ensuring a smooth user experience, fast load times, and efficient checkout process.
- Created and executed strategies to boost website traffic, enhance conversion rates, and optimize revenue generation.
- Established relationships with vendors to ensure the ecommerce business maintained competitiveness and profitability.
- Created and sustain a comprehensive customer service program.
- Sharing monthly shopify analytical reports with GM & Directors.
- Warehousing within online shop.
- Analytical of all courier Partners & courier invoice preparing.
- Social media page handling & running Campaigns (Facebook, Instagram)
- Collaborate with the marketing team to plan and execute effective promotional campaigns, product launches, and customer retention initiatives.
- POS closing & cash reconciliation.
- Coordinated with cross-functional teams, such as IT, marketing, and finance, to ensure that all ecommerce operations were aligned.

### Warehouse Supervisor

#### Airlink International

01/2015 – 02/2018

Dubai, U.A.E

- Supervised and managed warehouse and yard operations
- Oversaw and ensured the smooth execution of day-to-day tasks related to inventory management & shipping operations.
- Coordinated and monitored all warehouse activities, including receiving, storing, and shipping products, and ensured compliance with all safety and quality standards.
- Collected picking sheets at the start of each day and provided instructions to porters for stock picking and shipment via sea, air, or land.
- Collaborated with other departments to coordinate timely delivery of goods and resolve any logistical issues.
- Implemented safety measures and protocols to ensure the well-being of personnel and prevent accidents or damage to assets.
- Maintained accurate records of inventory levels, transactions, and vehicle inspections using appropriate systems.
- Assumed sole responsibility for the meticulous inspection, storage, and handling of high-value luxury vehicles within the warehouse, ensuring their utmost care and security.
- Optimize the use of reusable assets, such as pallets, containers, and packaging materials.
- Assumed additional responsibilities as a site supervisor during exhibition days
- Supervised a team of site staff, providing guidance and training to ensure smooth operations.
- Worked with the event management team to ensure that all elements of the exhibition site were in compliance with health and safety regulations and industry standards.
- Responded to exhibitor and visitor inquiries and concerns, resolving any issues that arose promptly and professionally.

## Exhibition Site Supervisor

### GT Exhibition

2 weeks (Jan-Feb 23)

Dubai, U.A.E

- Hired by GT Exhibition to work on a paid contract basis for a 2-week duration in the UAE.
- Managed the setup, operation, and teardown of exhibition site, ensuring that all elements were executed according to plan.
- Monitored progress and made adjustments as needed to ensure that the exhibition was set up and run in a timely and efficient manner.
- Contributed to the successful execution of an exhibition, fulfilling responsibilities as per assigned role.
- Demonstrated adaptability and ability to quickly integrate into a new work environment.
- Collaborated effectively with team members to ensure seamless operations during the exhibition.
- Showcased professionalism and dedication in delivering high-quality work within the given timeframe.
- Analyzed event metrics and feedback to identify areas for improvement and implement changes for future events.

### Education

- Bachelors  
(University Of Punjab)
- Intermediate / College  
Degree  
(BISE Lahore)
- Matric/School

### Others Diplomas

- Health safety  
(Jebel Ali Hospital)  
10/2015
- Computer hardware and software  
(Auspak International Institute)  
08/2009

## Logistic Clients

- GT Exhibition ME (Arab Health – 23)
- GT Exhibition-WTC
  - Arab Health
  - Gulf Food
  - James Bond 007- Burj Khalifa
  - Middle East Electricity
- Nippon Group
- Richemont
- Unisteel
- Fakhoury Motors
- Carestream
- Clariant
- Jica
- Al Samim Group
- Western Global
- Al Mana-Sports
- Framacad
- Ak Galleria

## Skills

MS Office, ERP, 3PL Warehouse, Ability to work under pressure, Communication, Critical Thinking, Delegation, Leadership, Problem-Solving, Teamwork, Time Management

## Honours and Awards

- Employee of the year award  
Enem Enterprises-(11/2021)
- Excellent Farewell party arrangement Award.  
Jauhar Foundation School – (2011)

## Languages

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Urdu	<div><div></div><div></div><div></div><div></div><div></div></div>
Punjabi	<div><div></div><div></div><div></div><div></div><div></div></div>