

Haris Siddiqui

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LinkedIn Profile

EXPERIENCE



Sales Operations Analyst
Inspiring Solutions | FMCG

August 2022 - Present
Riyadh, KSA

- Manage E-commerce Accounts of Hunger Station, Nana, Arzag Plus, SARY, NINJA , Platraw, Noon, Barakah.
- Responsible for new product listing & launches in assigned Key Accounts.
- Manage inventory (100+ SKUs) on each platform and update stock levels.
- Manage order processing on each platform, ensure timely delivery and timely payment collections.
- Executing promotion and ensuring stock availability across retail, HORECA, and E-commerce clients.
- Identifying new business opportunities for business development through networking.
- Conduct product training meetings with new clients.
- Collect & analyze data to identify sales opportunities & forecast market trends.
- Analyze & evaluate business process and provide recommendations for improvement.
- Monitor and adjust modifications in ERP sales module.
- Prepare volume & revenue reports by channel and SKU.
- Prepare sales contribution analysis by customers & SKU.
- Expiry & damaged return analysis by customer & SKU.
- Proposed and implement the company sales target & commission policy.
- Devised and implemented return management policy.
- Supervising merchandising team preparing route plan for the daily visits.
- Analyzing top performing SKUS with low performing SKUs for revenue growth & cost reduction.
- Identifying revenue from top customers with low volume customers for maximum revenue.
- Preparing MTD and YTD sales performance dashboard.
- Adjust strategies and pricing to increase sales.
- Developed & executed demand forecast for 100+ SKUS, incorporating historical sales data & seasonality trends.
- Collaborated with sales team to analyze and adjust forecasts, minimizing overstock scenarios.
- Conduct audit of customer's stock at each store to identify requirements & minimize expiry.
- Coordination with logistics to ensure timely delivery of orders.
- Ensure timely collection & submission of order invoices at head office.
- Coordination with AR for updating customer SOA and credit availability for releasing current orders
- Handling customer's complaints regarding goods return by gathering relevant documents and submitting them to supply chain & finance team.
- Analyzing & negotiating contracts, BDA management, listing fees, shelf rent, marketing budget & promotions.
- Review and edit sales orders, for errors and discrepancies and approve as per management policy.
- Track products availability with supply chain and update stock status to sales team.
- Register and maintain customer accounts in CRM after obtaining commercial documents.

Business Support – Sales & Procurement

January 2021 – August 2022

**Hesham Elsewedy Trading Co. Ltd
(Jeddah Cables Company)**

Riyadh, KSA

- Preparation & submission of Pre-qualification documents to clients for bidding.
- Preparation of Quotations in SAP ERP for Cables & Wires as per current LME prices of Copper & Aluminum and other product lines that include Mitsubishi, Schneider, SACLIF & EGA.
- Collecting customer PO from Sales Team & creating sales order in SAP for metal booking.
- Release credit blocked sales orders in coordination with finance.
- Coordination with Jeddah Cables Factory for manufacturing orders and metal booking.
- Coordination with showrooms & warehouses for stock availability and material delivery to customers.
- Approve and create invoices on behalf of branch manager.
- Coordination with finance for customer SOA and credit limit.
- Preparation & submission of Proforma Invoices to customers for advance payments.
- Preparation of daily, weekly & monthly sales reports and conduct sales performance analysis.
- Preparation of monthly forecast, active quotes, won & lost orders report.
- Preparation of department yearly targets set by Branch Manager and calculate sales commissions.

Sales Operations | Procurement | Facilities

March 2017 – December 2020

Zamil Air Conditioners

Dammam, KSA

- Providing sales team details of new projects & RFQs from customers related to MEP & Fire Protection
- Preparation & submission of Pre-qualification sales documents to clients for bidding.
- Review contracts & offers and liaise with Legal/Compliance department for approving terms & conditions.
- Order registration in Oracle ERP after receiving customer PO.
- Preparation & submission of bank guarantees & invoices to clients pertaining advance payments.
- Preparation of weekly & monthly sales performance reports & presentations based on segments and regions.
- Preparation of department yearly budget & monitor of funds to ensure budgets are not exceeded.
- Processing payments of Vendors and Clientele.
- Recommends maintenance repair work for civil, electrical, mechanical, HVAC, plumbing & Fire safety.
- Supervising janitorial staff and maintenance team and ensuring facility is clean and operational.
- Corporate travel arrangements by Air & Land
- Fleet & Courier Services Management.
- Office mobilization and workspace allocation to newly hired staff.
- Procurement of materials, assets, office supplies & accessories & issuing PO to vendors.

Finance Executive

November 2013 – December 2016

Mobilelink

Karachi, Pakistan

- Worked as a Team lead to supervise over 200 mobile phone retail outlets in U.S.A.
- Monitor the collection of receivables at all the stores.
- Reconciliation of cash and cards amount from RQ matrix with bank deposits.
- Follow up with stores for cash & cards payment discrepancies to ensure the recovery.
- Updates receivables by totaling unpaid invoices

 **Accounts Payable Executive**
Jubilee Life Insurance Co. Ltd

| **February 2011 – October 2013**
| **Karachi, Pakistan**

- Processing vendors' payments in Oracle Financials.
- Verification of invoices for payment approvals & application of relevant tax rates on supplies & services.
- Reconciliation of prepaid rent of office branches across the country.
- Payments of employee's reimbursements of business expenses.
- Payments of claim settlements to the insured for policy event.

EDUCATION

CERTIFICATIONS

2011 - 2014 **M.B.A - Finance**
Iqra University, Karachi

 **Operational Finance: Finance for Managers**
By IESE Business School - 2018

2009 - 2011 **Bachelor of Commerce**
University of Karachi

 **Operations Management**
By University of Illinois - 2018

SKILLS &

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|---------------------------|------------------|-----------------------|
| - MS OFFICE APPLICATIONS | - ADVANCED EXCEL | - DASHBOARD REPORTING |
| - ORACLE ERP | - SAP SD | - ODOO ERP |
| - BUDGETING & FORECASTING | - BDA MANAGEMENT | -DATA ANALYSIS |

INTERNATIONAL PUBLICATIONS

-  Electricity consumption & Economic growth in South Asia, (2016), South Asia Economic Journal.
-  International Oil Prices & Consumer Prices in Pakistan: Is the Relationship Symmetric? (2018), Global Business & Economic Review.
-  Fish Exports and Economic Growth: The Pakistan's Experience, (2019), Global Business Review.