

ABDUR RAHMAAN ANSARI

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PROFESSIONAL SUMMARY

Hardworking Delivery Manager with distinguished ability to train an efficient and accurate team. Committed to quality assurance and streamlining day-to-day activities for fast and excellent work. Adept at providing fantastic customer service and budgeting strictly. Forward-thinking Delivery Manager equipped to handle large-scale delivery planning and execution. Proficient in driving sales and increasing customer engagement with a hands-on approach at each stage. Trains, mentors and motivates staff for maximum performance.

SKILLS

- Route planning
- Staff supervision
- Order picking and processing
- Staff Management
- Safety and compliance
- Planning and coordination

WORK HISTORY

Virtual Assistant | Carpediem UK | Karachi, Sindh {August 2022 –Current}

- Assess customer needs, evaluate customer satisfaction and optimize customer services
- Communicate with clients directly and resolve any customer issues
- Promote the business's products and services to improve revenue

Data Entry Manager | Subserve Pvt Ltd | Karachi, Sindh {June 2020 –August 2022}

- Insert customer and account data by inputting text-based and numerical information from source documents within time limits
- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations, and perform backup operations

Delivery Manager | Merry Goats | Karachi, Sindh {Oct 2019 – Aug 2020}

- Coordinated efficient routes and schedules for Number- driver team.
- Oversaw delivery portfolio encompassing all of the Locations with Number+ deliveries per week
- Contacted suppliers and vendors about issues with deliveries or products.
- Collaborated closely with customers to share information about available products and services, increasing utilization and delivery effectiveness.
- Supervised delivery staff and general productivity.
- Trained drivers, helpers, and support workers in techniques for maximizing efficiency.
- Manage resources effectively to avoid unnecessary delivery delays.
- Planned delivery routes according to traffic, weather, and types of delivery.
- Trained new staff on job duties, company policies, and safety procedures for rapid onboarding

Delivery Rider | KFC | Karachi, {June 2015 – Oct 2019}

- Managed resources effectively to avoid unnecessary delivery delays.

- Coordinated consistent on-time deliveries of damage-free goods.
- Planned delivery routes according to traffic, weather, and types of delivery.
- Directly interacted with customers to deliver mail, packages, and ordered goods.
- Schedules regular equipment and fleet maintenance.

EDUCATION

**ACCP EE (Computer
Science) APP Tech 2020**

Intermediate:
Science Karachi
Board, 2014

Matriculation:
Science Karachi
Board, 2012