

# SAIRA KANWAL

+92 310 7286550 | sairakanwal30.sk@gmail.com | Rawalpindi, Pakistan

## PROFESSIONAL SUMMARY

Results-driven professional with experience in project coordination, inventory management, administration, reporting, and operations management. Skilled in MS Excel, SAP ERP, stock management, stakeholder communication, social media management, and e-commerce operations. Proven ability to coordinate cross-functional teams, manage reporting processes, and ensure smooth execution of organizational projects.

## SKILLS

- Project Coordination
- Team Coordination & Communication
- Stakeholder Management
- Inventory & Stock Management
- SAP ERP System
- GRN, PO, STO & MRP Handling
- MS Excel (VLOOKUP, Pivot Tables, Reporting)
- Data Entry & Documentation
- Reporting & Record Management
- Social Media Management
- Daraz Seller Center Management
- E-Commerce Operations
- Customer Support
- Problem Solving
- Time Management
- Attention to Detail

## ADDITIONAL EXPERIENCE

### Daraz Store Management

- Managed Daraz Seller Center operations.
- Created product listings and optimized product information.
- Processed orders and coordinated customer support activities.
- Managed inventory updates and store performance monitoring.

### Social Media Management

- Managed Facebook, Instagram, TikTok, and YouTube pages.
- Planned and scheduled content calendars.
- Monitored engagement and audience growth.
- Coordinated content creation and reporting activities.

## EDUCATION

**BSCS (Bachelor of Science in Computer Science)**  
The Superior University  
2015 – 2019

**Intermediate (ICS)**  
The Superior College, Gujrat  
2013 – 2015

**Matriculation (Science)**  
Shaukat Model High School, Gujrat  
2011 – 2013

## PROFESSIONAL EXPERIENCE

### Prestige International — Project Coordinator

May 2026 – June 2026

- Coordinated WASA Punjab project activities between field teams and management.
- Managed communication between project teams and Managing Directors (MDs).
- Collected, tracked, and reported daily video coverage updates from field teams.
- Ensured timely project reporting and smooth coordination among stakeholders.
- Followed up on project progress and operational requirements.

### Imtiaz Mega Gujrat — ICC Sr. Associate

May 2026 – Present

- Managed pricing, GRN, PO, STO, and MRP processes.
- Handled inventory control and stock consolidation.
- Generated and maintained daily and weekly operational reports.
- Ensured stock accuracy and system updates through SAP.
- Supported Bakery and Live Kitchen operations.
- Coordinated with multiple departments to ensure smooth operations.

### LC Distributors Gujrat — Assistant Manager

Nov 2022 – Jan 2025

- Managed sales software for sales entry, reporting, and data management.
- Prepared and maintained sales and operational reports using MS Excel.
- Coordinated with managers regarding sales, stock, and daily operations.
- Supervised inventory handling and reporting activities.
- Assisted in team coordination and workflow improvement.

### The Smart School Gujrat — Computer Teacher

Jan 2020 – Oct 2022

- Taught computer fundamentals, MS Word, MS Excel, and internet usage.
- Prepared lesson plans and educational materials.
- Managed computer lab activities and system maintenance.
- Assisted students with practical assignments and projects.

### Queens College for Women Gujrat — Administrative Assistant

Jul 2019 – Dec 2019

- Maintained student and administrative records.
- Prepared reports, notices, and official documents.
- Handled printing, filing, and documentation tasks.
- Assisted administrative staff in daily office operations.

## KEY STRENGTHS

 Strong Communication & Interpersonal Skills

 Organized & Detail Oriented

 Quick Learner & Problem Solver

 Reliable & Deadline Driven