

Saleeja Fatima

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Ambitious professional with a background in Digital Business Management, knowledgeable in digital marketing, e-commerce, and data analytics. Proficient in utilizing digital tools and platforms to enhance business operations and customer engagement. Quick learner with a strong interest in emerging technologies and market trends. Strong analytical skills and a passion for innovation and continuous improvement in the digital business landscape.

WORK EXPERIENCE

SIA-Door Supervisor

ResponSec Ltd

04/2023 - 05/2024

Achievements/Tasks

- Performed work on security attachments for concerts, sporting events, festivals, and stages.
- Ensured that prohibited items are handled properly.
- Conducted regular patrols of premises to ensure safety and security, identifying and addressing potential security breaches.
- Provided excellent customer service by assisting visitors and staff with inquiries and ensuring a safe and welcoming environment.
- Collaborated with team members to develop and implement effective security protocols and emergency response plans.
- Ensured compliance with company policies and legal regulations, including health and safety standards.

Kitchen Porter

Spuntino Restaurant (Heathrow airport)

02/2023 - 04/2023

Achievements/Tasks

- Worked well in busy kitchen settings, coordinating and partnering with other staff to complete tasks efficiently.
- Ensured kitchen equipment, crockery and utensils were spotlessly clean after shifts, ready for next service.
- Assisted in food preparation by washing, peeling, and chopping ingredients as directed by chefs.
- Received and stored deliveries, ensuring proper stock rotation and storage practices to maintain food quality and safety.

Procurement Head

Afia Noor Textile Industries

04/2020 - 01/2023

Lahore

Achievements/Tasks

- Led the procurement department, overseeing the sourcing and purchasing of raw materials, textiles, and components necessary for tarpaulin production.
- Negotiated contracts and agreements with suppliers, securing favorable terms and establishing long-term partnerships.
- Managed supplier relationships, monitoring performance and ensuring compliance with contractual terms and company policies.
- Utilized Salesforce CRM to manage supplier relationships, track procurement activities, and analyze data for informed decision-making.
- Implemented procurement software and systems to streamline operations and enhance efficiency.

EDUCATION

MSC

University of Portsmouth

01/2023 - 02/2024

Courses

- Digital Business Management

SKILLS

Procurement & Supply Chain Management

CRM Management (Salesforce)

Inventory Management

Customer Service

Operational Efficiency

Attention to Detail

Adaptability

Market Research

SAP Procurement Module

AWARDS

Distinction Holder in MSC

Scholarship Holder

LANGUAGES

English

Full Professional Proficiency

INTERESTS

Travel

Hiking

Cooking and Food

Reading and Learning

Fitness and Strength Training

Tech Enthusiast