

# Sayeeda Sana Shuaeb

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## PROFESSIONAL SUMMARY

Experienced inventory and data analyst with a demonstrated history of optimizing stock management and ensuring product availability. Skilled in creating comprehensive inventory reports, analyzing data, and forecasting orders. Proactive problem-solver with a proven ability to advise on inventory strategies. Excellent communication and interpersonal skills, seeking a part-time administrative position on campus to complement academic studies and contribute to organizational efficiency.

## KEY SKILLS

Creative Direction | Visual Design | Inventory Management | Creative Designing | Calligraphy | Stock Replenishment | Supply Chain Management | Report Generation | Photography | Product Management(UX) | Video Editing | Videography | Data Analysis | Social Media Optimization | Excellent Communication | Teamwork & Collaboration | Critical Thinking & Problem-Solving | Time Management | Attention to Details

## PROFESSIONAL EXPERIENCE

### INVENTORY ANALYST

Softland

| January 2021- October 2022

- ◆ Created an inventory report and sent it to the warehouse supervisor to initiate stock replenishment across various locations
- ◆ Ensured inventory is located in appropriate locations
- ◆ Analyzed inventory data by documenting discrepancies, managing the supply chain, and tracking shipments
- ◆ Ensured product availability by fulfilling sales demand

### INTERNSHIP

ASUSTeK, Taiwanese Company, Saudi Arabia

| November 2022 - July 2023

- ◆ Engaged in a comprehensive internship program at ASUSTeK, focusing on marketing, stock management, and product management
- ◆ Executed projects effectively by working with product design teams
- ◆ Ensured projects concepts are translated into prototypes for effective user experiences

### DATA ANALYST

| Riyadh Company | SoftLand

- ◆ Generated comprehensive inventory reports analyzing high demand products
- ◆ Identified fast-moving and slow-moving products for proactive management
- ◆ Forecasted orders for fast-moving items of in the next 30 days to maintain stock availability
- ◆ Advised store managers on strategies to clear slow-moving or dead stock efficiently

### FREELANCER

- ◆ Ensuring high-quality output and client satisfaction by conducting video editing tasks remotely
- ◆ Providing freelance photography services remotely, specializing in various types of shoots

## EDUCATION

Bachelor of Arts in Liberal Arts | Wilfrid Laurier University, Canada | Pursuing

## TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, and PowerPoint, and Outlook) Figma, Adobe Photoshop, Canva

## LANGUAGES

Fluently speak English and Hindi