



ABDUL HASEEB

Regional HR & Sales Coordinator

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Dalazak Road, Peshawar, Pakistan

Summary

Diligent professional with 16+ year of Experience and a proven knowledge of back office operation, operational Management, Productive and performance management. Aiming to leverage my skill to successfully fill the HR, Sales finance Coordinator Role in Multi Organization like (FMCS, Communication Paints Industry).

Skills

Problem Solving | Accounts Administration | Accounts Finalization | Accounts Reconciliation | Accounts' Administration | Admin | Admin Assistant | Apparel Sourcing | AR Collection | Area Knowledge | Business Development Proces | Cash Collection | Client Dealing | Client Management | Commercial Retail Banking | Communication Skill | Communication Skills | Creative Merchandising | Credit Collection Recovery | Customer Relation Management | Delivery Management | ERP Knowledge | Guidelines | Leadership Quality | Leadership Skills | legal Affairs Management | Loan Officers | Logistics Operation | Market Knowledge | Marketing | Merchandise Development | Merchandising | Merchandising Systems | MS Office | Negotiation Skills | Office Support | order managment | Policies | Procurement | Publics Dealing | Purchase Management | Purchase Contracts | Purchase Orders | Purchase Planning | Purchase Procurement Knowledge | Recovery Knowledge | Relationship Management | Relationship Manager | Sales Trading | Sales Administration

Experience

Sep 2020 - Present

Regional HR & Sales Coordinator Sparco Paints, Peshawar, Pakistan

" HR Responsibility"

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of supervisory reports on performance, and dates of and reasons for terminations.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Look after Sales team in market through whatsapp location, Call and Surprise visit.
- • Process and issue employee paychecks and statements of earnings and deductions.
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“Sales & Accounts Administration Duties”

- Collect Daily Recovery Plan & Visit detail.
- Receive, record, and bank cash, checks, and vouchers.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.mployees.
- Supervision of Dealer Aging Reports & Sales vs. Collection reports. And also Maintain Petty Cash records at Regional Level.
- Provide Routine Sales Report to sales Team.
- Check & verifying the Monthly Travelling expense.
- Settled down of dealer Token claims.
- Arrangement of cash for parties' payment as per Management.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.

“Warehouse Supervision”

- Prepare Stock Demand with coordination of warehouse manger
- Verify and make sure delivery of invoice on time
- Check & balance of Stock level
- Maintain Vehicle's Log book & Warehouse Staff Supervision.

Mar 2018 - Aug 2020

Admin & Finance Officer

Telenor Franchise NPEW 1208, Peshawar, Pakistan

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

- Report to management regarding the finances of establishment.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Compile information about new accounts, enter account information into computers, and file related forms or other documents.
- Direct or coordinate the supportive services department of a business, agency, or organization.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.

Nov 2016 - Dec 2017

Administration Supervisor

HRSG Outsourcing, Peshawar, Pakistan

- Resolve customer complaints or answer customers' questions regarding policies and procedures.
- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
- Recruit, interview, and select employees.
- Interpret and communicate work procedures and company policies to staff.
- Prepare and issue work schedules, deadlines, and duty assignments for office or administrative staff.
- Maintain records pertaining to inventory, personnel, orders, supplies, or machine maintenance.
- Coordinate activities with other supervisory personnel or with other work units

or departments.

- Consult with managers or other personnel to resolve problems in areas such as equipment performance, output quality, or work schedules.
- Participate in the work of subordinates to facilitate productivity or to overcome difficult aspects of work.
- Identify staff vacancies and recruit, interview and select applicants.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Compute wages and deductions, and enter data into computers.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.

Oct 2013 - Nov 2016

Distribution Sales operational officer

Telenor Franchise NPEW1203, Peshawar, Pakistan

- Provide assist to Sales & Distribution manager
- maintain basics sales report on a daily base
- Send sales report to management & Sales team
- identify the market issue and top up to concern
- Physically check stock availability and BVS devices
- provide ROI data to Higher management
- Daily Emailing from Top level to bottom level management
- Order management
- operate Account software
- Supervises Warehouse TPOSM in-charge (contracted resources), with execution of the responsibilities which include receiving, issuing, inventory management and report compilations of materials received.
- Assist in data collection and compilation of different Reports such as sales tracking reports, Business Plan Tracking and various other tracking reports as and when required in order to gauge performance versus plans.

Sep 2012 - Aug 2013

Regional Sales operational Coordinator

Marwa Industries (Pvt) Ltd., Peshawar, Pakistan

- Collect Daily Sales report from Distributions and Report to Management.
- Record Daily Base Expense at regional Level
- Check & Log Distribution Claim in System
- provide Trader offer letter & Supporting Documents to a distributor for Claim
- Daily Stock Level Check and Order management at Regional Level
- Provide the Salaries data of the Sales team
- Other monthly administration expense payments
- Record all data for audit purpose and Tax filling
- Provide all supporting documents required for ROI
- Provide all those reports which required to Sales team and management
- Supports the team for the submission of Monthly expenses
- Assist RSM to ensure smooth communication between Region and Area sales

team by clearly presenting requirements and expectations.

- Assist in data collection and compilation of different Reports such as sales tracking reports, Business Plan Tracking, and various other tracking reports as and when required in order to gauge performance versus plans.
- Assist RSM in handling Regional Sales Offices operations to ensure the smooth operations at regional.
- Maintain the following record (as per communicated instruction)

1. Distributor Records:
2. Trade Program Records
3. Individual Employee Records

- Supervises Warehouse TPOSM in-charge (contracted resources), with the execution of the responsibilities which include receiving, issuing, inventory management, and report compilations of materials received.

Apr 2012 - Aug 2012

Regional secondary Administrator

Engro Foods Limited Regional Office Peshawar (HRSG OUTSOURCING), Peshawar, Pakistan

- Supervise of Secondary Sales system at the regional level, Lead to Team at Regional Level, And provide the Support to Sales Team at The Regional level.
- Assist in data collection and compilation of different Reports such as sales tracking reports, Business Plan Tracking, and various other tracking reports as and when required in order to gauge performance versus plans.
- Assist RSM to ensure smooth communication between Region and Area sales team by clearly presenting requirements and expectations.
- I.T support: Basic troubleshooting and coordination with IS dept. for query resolutions
- Assist RSM in handling Regional Sales Offices operations to ensure the smooth operations at regional, which include:
- Maintain the following record (as per communicated instruction)

1. Distributor Records:
2. Trade Program Records
3. Individual Employee Records

Jan 2008 - Mar 2012

Distribution Secondary Administration (KPO)

MaN Enterparises (From Engro food), Peshawar, Pakistan

Handly Engro Food Secondary Sales System at Distribution Level.

Maintain the Record stock In & OUT, Segment wise sales, class-wise sales, damage record, Creditor & Debtor record, Trade Offer, Discount, and Claim Data. Assist sales management and Team.

Jan 2006 - Dec 2007

Accountant

MaN Enterprises, Peshawar, Pakistan

Maintain the Accounts software, Recorde sales JV, company claim, stock Received & Sales JV, Rectify Creditor & Debtor, Stock Valuation,prepare profit & loss, and Manage Cash Book of Company, bank ledger, and sales

Jan 2005 - Dec 2005

Computer Operator

MaN Enterprises, Peshawar, Pakistan

Handle the Inventory software, enter stock in & Out, sales invoice, Purchase Invoice, Credit & Debitor voucher, and provide claim data to distribution.

Education

2014	University of Peshawar MSc Economics Economics Percentage: 50%
2007	University of Peshawar Bachelors in Commerce Banking & Finance
2005	campus of information Technology Certification Information Technology Completed
2004	Board of Technical Education Peshawar Intermediate/A-Level Diploma In Commerce
2002	Board of Intermediate & Secondary Education Peshawar Matriculation/O-Level Arts

Languages

Pashto
Intermediate

Urdu
Expert

English
Intermediate