



# Shaban Hussain

Sales Coordinator



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P O Box Bala Sharif Tehsil  
Piplan Distt.Mianwali

## OBJECTIVE:

To contribute towards the growth and development of a dynamic organization where opportunities to grow both professionally and personally are ample and where I can utilize my skills effectively & efficiently.

## EXPERIENCE

### Sales Coordinator

Madina Group Of Industries Pvt. Ltd (Chiniot)

(Faisalabad Oil Refinery) (Since December, 2017 to date)



#### **Duties & Responsibilities:**

- Preparing sales orders.
- Maintain legal documents of the customer and execute orders.
- Managing returns and rejections from ghee/oil parties.
- Exchange sales data with sales staff for their support
- Preparing Sales parties Claims adjustments and settlements.
- Maintaining and update stock of Ghee ,Oil & Sugar.
- Arranging means of Transportaion (Logistic) and ensure timely delivery of goods.
- Verification of stock and stock taking at the end of each month.
- Handling Administrative matters.
- Developing and maintain different sales Reports for the top management.
- Preparation of stock reports (Ghee & sugar).
- Maintaining The Parties Ledger of Ghee,Sugar ,Molasses and Mud.
- Supervision of Kisan & sugar warehouses.
- Preparation of Ghee loading un-loading contractor bills.
- Checking receiving and confirming stock delvers to concern party.
- Any other assignment given by management.

## References:

- will be provided on demand.

## QUALIFICATIONS

### B.COM

Allama Iqbal Open University  
(A.I.O.U)2023.

## COMPTER PROFICIENCY:

- Ms Word
- Excel
- Enterprise Resource Planning(ERP)
- Visual basic software (V.B)
- Cosmo software

## Leader ship skills

- Diligence and hard work
- Communication skills
- Decision making
- Managing Skills
- Time Management skills
- Analytical skills

## Languages

- English
- Urdu
- Punjabi