**Faisal Habib**

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# **Summary**

A detail-oriented guy having broad Managerial-level experience in different key areas. I have more than 5 years of experience in managing and leading teams across multiple sectors in Administration & Sales development.

I am easily adaptable and a good communicator with proven interpersonal skills. I am used to; working in a team whilst also being capable of using my own initiative. I am able to work well under pressure and adhere to strict deadlines.

# **Experience**

**Executive Administration**

CECOS College London, UK  *(REMOTE HYBRID)*

Dec 2022 - Present (2 months)

**Major Responsibilities:**

1. Database management of all the staff of the college.
2. Ensuring to keep on track the college in providing all the necessary standards and services as required by the regulations of PEARSON UK.
3. Assisting the Admin Manager in daily meetings on the tasks assigned.
4. Keeping an eye on discrepancies in the grading and lecture materials of the teachers.



**Executive Administration**

KGems Day Nursery, UK

Jun 2022 - Nov 2022 (6 months)  *(REMOTE HYBRID)*

**Major Responsibilities:**

1. Database management of all the staff and kids enrolled in the nursery
2. Ensuring to keep on track the nursery in providing all the necessary standards and services as required by the regulations of the Ofsted UK.
3. Managing the official famly app of the nursery.
4. Managing the official email and Facebook page of the nursery to communicate with the staff and parents of children.
5. Taking initial interviews for new hiring at the nursery.



**Sales Manager**

Maverik Holdings

March 2020 - Jun 2022 (2 years 4 months)

**Major Responsibilities:**

1. Ensuring to achieve Sales Targets and regularly reviewing the performance of the sales force
2. Collecting customer and market feedback and reporting the same to the Head Office
3. Retaining customers through relationship building and continuous interaction
4. Training the sales force and providing them assistance whenever needed

**Assistant Manager Inventory**

Al Ibrahimi Hospital

Oct 2017 – November 2019 (2 years 2 months)

**Major Responsibilities:**

1. Reviewing and Updating Supply Chain Practices in line with Company Policies, Standards, Laws & regulations.
2. Ensuring negotiating terms and prices with Suppliers & Freight Companies.
3. Coordinating and collaborating with internal and external partners including suppliers, Third-party service providers, and hospital staff to obtain status and follow up on pending/current issues.
4. Provide forecasting demand planning

**Sales Officer**

State Life Insurance Corporation of Pakistan

Oct 2014 - Feb 2016 (1 year 5 months)

**Major Responsibilities:**

1. Identifying new leads.
2. Transforming the leads to potential customers.
3. Assisting the Area Manager in daily sales operations.
4. Addressing the queries of existing clients.

# **Education**

**Quaid-i-Azam University, Islamabad**

Master of Business Administration (MBA)

2016 - 2017



**University of Peshawar, Peshawar**

Bachelor of Business Administration (BBA-Hons)

2010 - 2015



**Chalmers University of Technology, Sweden**

Diploma of Education, Master Control in Supply Chain Management

2021 – 2022



**Harbin Engineering University**

Diploma of Education, Chinese Language and Literature

2019 – 202

## **Licenses & Certifications**

 **edX Verified Certificate for Master Control in Supply Chain Management and Logistics** - Chalmers University of Technology

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 **Customer Service** - NoodleNow!

NN-CS-02017-CPD1

 **Sell Your Service** - NoodleNow!

NN-SYSH-02017-CPD1

 **Safer Recruitment** - NoodleNow!

NN-SRC-02017-CPD1

 **Outstanding Practices** - NoodleNow!

NN-OP-11236-CPD2

 **Handlind Difficult Conversations with Parents** - NoodleNow!

NN-HDC-2711-CPD2

 **General Data Protection Regualtion (GDPR)** - NoodleNow!

NN-GDPR-042018-CPD1

 **GDPR in Early Years** - NoodleNow!

NN-EYGDPR-042018-CPD1

**Skills**

• Management • Sales • Administration • Data Management • Communication

* Customer Relationship Management (CRM) • Business Development • Microsoft Excel  
   • Microsoft Outlook • Procurement • Inventory Management • Google Drive

**Honors & Awards**

**Surpassing Sales Award** – Maverik Holdings

2021

 **Chinese Scholarship** - Government of Khyber Pakhtunkhwa

2019

 **Member** - National Youth Assembly

2016

 **Sales Representative of the Year** - State Life Insurance Corporation of Pakistan

2016