**HASNAT AHMED**

House No. 2, Gulbahar No. 1, Peshawar.

+92-316-9141618, [hasnatahmad77@hotmail.com](mailto:hasnatahmad77@hotmail.com)

**OBJECTIVE**

Result-oriented, intelligent, organized, and motivated individual is seeking an available management position in company in an effort to utilize years of experience to fulfill the company's strategic requirements.

**WORK EXPERIENCE**

**NORTHERN BOTTLING CO. (PEPSI), PESHAWAR** April 19 to Date

**DESIGNATION: ADMIN EXECUTIVE**

RESPONSIBILITIES

• Assist Admin Manager in coresspondance with all Government Departments like Social Security, Labour, EOBI,

Economic Zone etc.

• Responsible for the issuance/receiving and record maintinance of company provided Motor Bikes and Vehicles, Fuel Cards, SIM Cards to staff.

• Keeping record of annual token tax renewal, route permits, vehicles fitness certificates, and regular renewals of the same.

• Managing activities of Admin related tasks like arranging meals, accomodation for guest, arranging conferences, intrdepartmental laison, Janitorial activities.

• Arranging approvals for purchases for Mess, CCTV, and security items, making purchase requsitions, item issuance and keeping the record of all purchases related to Administration.

• Maintaining all the duty rosters and overtimes of Admin, Security and Mess departments and timely provision of the same to HR department for further processing.

• Maintaining the Company Provided SIM Bills.

• Responsible for arranging Janitorial Staff and monitoring their activities. Maintaining their monthly bills. Arranging the janitorial equipments.

**DESIGNATION: EXCISE EXECUTIVE** Aug 16 to April 2019

RESPONSIBILITIES

• Responsible for assistanting Head of Taxation and Admin Manager.

• Managing all the documents and record of Sales Tax and Admininstration.

• Handling all purchase invoices, finalizing it through Store Ledger and Finance Ledger and finally prepare MIS for Sales

Tax.

• Handling and maintaining all the records of the Legal Cases rom FBR and other Government Organizations.

• Responsible for handling all the emails regarding the company tax cases from manager to Head of Taxation.

• Comply with Pepsi-Cola International regulations and standards.

THE PEACE SCHOOL AND COLLEGE, MANSEHRA May 15 To Mar 16

**DESIGNATION: ADMIN OFFICER**

RESPONSIBITIES

* To supervise all sorts of activities of the institution as curricular, co-curricular, non curricular and supervision of all

kinds of School Assets.

* Resposible for the management and administration tasks of the school.
* Responsible for the accounts section. Maintaing Financials. Fee System. Salaries etc.
* Responsible for making the MIS and maintaining the data.
* Responsible for the complaint resolution and concerns of the parents.
* Responsible for the Class Room Management and Addmission/Withdrawl of students.

NEW VISION PUBLIC SCHOOL, ABBOTTABAD Sept 11 To May 15

**DESIGNATION: ADMIN MANAGER**

RESPONSIBILITIES

* Resposible for the management and administration tasks of the school.
* Responsible for the accounts section. Maintaing Financials. Fee System. Salaries etc.
* Responsible for making the MIS and maintaining the data.
* Responsible for hiring staff, and arranging their trainings.
* Responsible for the complaint resolution and concerns of the parents.
* To supervise all sorts of activities of the institution as curricular, co-curricular, non curricular and supervision of all

kinds of School Assets.

* Responsible for the Class Room Management and Addmission/Withdrawl of students.
* Teachers Lessons Observation in the class room as settled directive of the Managing body and to keep the updated

record.

* Monthly Review meeting with the Teachers and auxiliary staff on Fist Saturday of the Month.

ACHIEVEMENTS AT NEW VISION PUBLIC SCHOOL

* Succesfully designed and implemented English and Urdu Primer for Play Group Section.

KASB BANK LIMITED, PESHAWAR Jul 07 To Apr 09

BRANCH BANKING

**DESIGNATION: SALES EXECUTIVE**

RESPONSIBILITIES

• Responsible for account mobilization. Introducing new Clients to Bank and maintaining the existing client’s portfolios.

• Introducing new customers for various cross sell products.

• Responsible for complaint resolutions.

UNITED BANK LIMITED, ISLAMABAD, Jul 06 To Jun 07

CORPORATE CONSUMER SALES

**DESIGNATION: RELATIONSHIP MANAGER (OG II)**

RESPONSIBILITIES

• Sale of all consumer products under the Corporate section.

(i.e. Credit Cards, Personal Loans, Running Finance, Auto Loans and Home Loans)

• Achieving monthly targets through corporate & direct sale.

• Preparing & providing all the relevant documents, presentations and materials to initiate and finalize the Corporate deals.

• Close coordination with Credit and Operation departments for the approvals and booking of applications.

• Ensure quality service to the customers.

ACHIEVEMENTS AT UNITED BANK LIMITED

• Top performer of the North region since launch.

• The Major matured deal was with Pakistan Television Limited. The deal comprises of 4500 number of Personal Loans to their employees in five major cities.

UNION BANK LIMITED, ISLAMABAD, Mar 05 To Jun 06

READY CAH & READY LOAN

**DESIGNATION: AREA SALES MANAGER**

RESPONSIBILITIES

• Managing a team of sales and non-sales staff.

• Hiring & training of all staff for the department.

• Conducting a training session, for sales & non-sales staff, bi-monthly for policy & processes update.

• Responsible for achieving the assigned sales target.

• Minimize the staff attrition.

• Ensure quality service to the customers.

• Complaint resolution within TAT.

• To have a good interaction between Local NAS, Credit and verification to get the cases resolved.

• Day to day monitoring of different official matters and problems, and their resolution.

ACHIEVEMENTS AT UNION BANK LIMITED

• Launched Ready Cash at Jhelum Branch. Hired and trained a complete team at the branch.

• Awarded as the Best Area Sales Manager for the North Region for the year 2005.

STANDARD CHARTERED, ISLAMABAD, Nov 01 To Mar 05

HOME LOANS Apr 04 To Mar 05

PERSONAL LOANS Oct 02 To Nov 03

**DESIGNATION: SALES COORDINATOR**

RESPONSIBILITIES

• Pre-screening of all loan applications in according to the bank’s credit policy. Smooth processing of all loan applications i.e. monitoring of loan application during processing in different concerning departments (Verification, credit, Operations & branch for disbursement).

• Interdepartmental coordination on behalf of home loans department.

• Filling and maintenance of all customers’ data for record keeping.

• Responsible for inwards & outwards customer queries & correspondence.

• Liaising with collection department monthly, thus restricting delinquency rate under 3%.

• Responsible for internal controls of the department according to the Quality assurance & policy guidelines.

• Daily & monthly reporting of different MIS to Regional Sales Manager & National Sales Manager.

• Monitoring TAT of all loans applications, thus minimizing lapses & customer issues.

• Contesting declined cases in verification & credit department for resolution of genuine cases for approvals.

• Filling and keeping of customer’s complaint & resolution of the same.

• Preparing monthly summary report for historic trends & performance monitoring.

PERSONAL LOANS Nov 01 To Oct 02

**DESIGNATION: BUSINESS DEVELOPMENT EXECUTIVE**

RESPONSIBILITIES

• Tapping approved companies for bank’s asset product i.e. personal loans.

• Achieving the assigned targets each month.

• Making calls to assigned companies’ signatories for Relationship building & persuading them for a product sales presentation in the companies’ premises.

• Ensuring sales of at least 25 loans each month (approx volume of PKR 3 Mn).

**EDUCATION**

2002 Preston Institute of Management Sciences & Technology

Executive MBA (Marketing)

2001 Preston University

MBA (Marketing)

1998 National College of Computer Sciences (Punjab University)

Bachelor of Computer Sciences (Hons.)

**OTHER COURSES/DIPLOMAS**

Sept 99 Microsoft Certified System Engineering

Mar 99 Diploma in Oracle/Developer 2000

**CERTIFICATIONS & TRAININGS DURING JOB**

* The Power of Positive Attitude
* Total Quality Management
* Developing Management Skills
* Customers Service Clinic
* Values in Action
* Professional Selling Skills
* Service Excellence
* Communication Skills
* Management Skills
* Anti-Money Laundering

**PERSONAL**

Father Name Khurshid Ahmed

National ID Card 37406-1551800-5

Date of Birth March 25, 1977

Religious Affiliation Islam

Nationality Pakistani