**Hasrat ullah Khattak**

S/O

**M. Hayat Khattak**

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**OBJECTIVE**

Seeking a dynamic position to develop my career in a sales oriented organization, where I will be a valuable team leader and member, contributing potentials and hard work for an organization and personal growth. I will utilize my skills and abilities while being resourceful, Innovative and flexible.

**EDUCATION**

* **BS in Sociology (Hons) CGPA: 3.29**

(2007- 2012)

**Kohat University of Science and Technology, Kohat**

**EXPERIENCE**

Working as **Sales and Marketing Manager** at Super Prime Steel Islamabad from 1st Sept, 2018 to date (5 Years and 5 months)

**Duties and responsibilities:**

Looking after **Public, private and corporate Sales** to mega projects of Hydro, buildings & infrastructure.

* Sales and Sales team management
* Having strong business relation with all big companies, Builders, Developers, Firms and Architects & Designer related to the construction industries.
* Government tendering participation.
* Product Promotion and Marketing through technical Expos
* Recovery Management.
* Office administration
* Event management
* Complaint Handling

**Reporting line. Director Operation**

Worked as **Assistant Manager** **Sale and Services** at Rahnuma

Family Planning Association of Pakistan at Program Management Office Islamabad from 01.7.2014 to 30.8.2018 (4 years and 2 months)

* Products selling to Private partitioner, medical stores and technical health experts.
* Recovery management.
* Product presentation to technical health experts (Doctors).
* Team management of sale and services providers.
* Sale target achievements as per KPI.
* Staff training of different medical products.

Worked as **Quality Assurance and Authorization Office** Khushhali Microfinance Bank Ltd Head Office Islamabad from 01st May 2012 to 30th June, 2014 (01 year 01 month)

* Ensure that review and maintain complete set of documentation records as required under applicable and procedures.
* Electronic Credit Information Bureau (ECIB), Data Recording, Quality Rectification.
* Disbursement of data entry (Compliance, Rectification of different documentation
* Also render assistance to other colleagues when needed

**PERSONAL STRENGTH**

* Flexibility and quick to embrace new concepts
* Ability to build positive working relationships
* High integrity and spirit of teamwork
* Self-driven, optimistic and hardworking
* Excellent interpersonal and reflection skills
* Strong Work Ethics
* Humble & Honest

**REFERENCES**

* Will be provided on demand.