

# IBAD ULLAH

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Seeking challenging and responsible position where my education, ability, potentials can be fully and effectively utilized with opportunities of growth, enhancement of knowledge and to serve in building the nation.

## EXPERIENCE

10/2019 – CONTINUE...

**REGIONAL SALE COORDINATOR**, PESHAWAR PARTICLEBOARD INDUSTRIES (PVT) LTD



- ❖ Taking orders from customers.
- ❖ Creating sale orders in SAP.
- ❖ Checking stock availability as per order.
- ❖ Mention quantity is available in stock then order will process further by sale coordinator.
- ❖ If stock is not available then sale coordinator will send the required quantity for production.
- ❖ If customer is within credit limit then order will process smoothly.
- ❖ If customer exceed his credit limit then sale coordinator will send his order to credit control team for approval.
- ❖ Communication with sale managers about pending orders.
- ❖ Customers sales reporting on daily base with Director Sales & GM Sales.

07/2018 – 10/2019

**SALE COORDINATION OFFICER**, NOTHERN BOTTLING COMPANY PESHAWAR



- ❖ Creating distributors orders in SAP.
- ❖ Orders & sales current status reporting to HOS, GM sale & sale managers on hourly base.
- ❖ Communication with sale managers and (MDE's) market development executives for cash & empty bottles.
- ❖ Communication with sale managers about stock current status.
- ❖ Distributions sales reporting on daily base.
- ❖ Promo's & vehicles load adjustment as per standard SOP for order placing.

10/2017 – 07/2018

**DATA ENTRY OPERATRO**, NOTHERN BOTTLING COMPANY PESHAWAR



- ❖ Filled Stock checking & stock adjustments.
- ❖ Making of gate passes.
- ❖ Reporting to Shipping Manager.

## EDUCATION

04/2018

**F.A.**, BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR

**F.A** stands for Faculty of Arts or Intermediate of Arts. It refers to the study of fine art and humanities.

## PROFESSIONAL SKILLS

- ❖ Strong computer skills in MS Office (Word, Excel, PowerPoint, Access)
- ❖ Typing.
- ❖ Internet Surfing.
- ❖ Windows XP/7/8/10

## PERSONAL SKILL

- ❖ I have to professional and financial integrity.
- ❖ I have excellent planning and organization and management skills.
- ❖ I have ability to work in a team environment with programming, and administration.

## LANGUAGE SKILL

LANGUAGE'S	READING	WRITING	SPEAKING
ENGLISH	Excellent	Excellent	Good
URDU	Excellent	Excellent	Excellent
PASHTO	Excellent	Excellent	Excellent