**Arslan Hameed Metla**

Address: House No: 1318, FaridAbad Colony, Block No 18 D.G.Khan

Phone: 0333-4577783

Email: [malikarslan7783@gmail.com](mailto:malikarslan7783@gmail.com)

**Objective:**

Professionally, I am seeking for an opportunity that will help me utilize my skills according to my qualification. This will not only broaden my interpersonal skills but also improve my professional acumen.

**Work Experience:**

**Toyota Multan Motors Pvt Ltd.** as an **Assistant Manager Admin** (Feb-18 to Mar-2019)

**Responsibilities:**

* Maintains administrative staff by recruiting, selecting, orienting, and training employees.
* Supervises clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees.
* Sets policies and procedures for training, coaching, counseling, and career development for staff.
* Initiates and coordinates goals, deadlines, and projects for their department.
* Develops and implements policies and procedures to improve operations and function of the department.
* Monitors and procures needed supplies for office, reception, mailroom, and kitchen.
* Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
* Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems

**The Edge Group** as a **Territory Manager** (Sep-2020 to Dec-2021)

**Responsibilities:**

* Achieve sales targets (Primary & Secondary) through the sales team and to build excellent client relationships for positioning of all products in the market.
* Appoint network of retailers/dealers/ distributors/ Sales Stockiest to enhance market penetration and business.
* Substantial percentage increase in revenue generated from the key accounts and Increase company product market share in the region.
* Responsible to involve supervision, marketing, profitability and sales, reporting, purchasing, resale pricing, inventory, service, administration, and other duties as assigned by the top management.
* Maintain a positive attitude that promotes teamwork within the company and a favorable image of the company.

**Abdullah Haseeb Agro Chemicals** as a **Territory Manager** (Feb-2022 to till date)

**Responsibilities:**

* Achieve sales targets (Primary & Secondary) through the sales team and to build excellent client relationships for positioning of all products in the market.
* Appoint network of retailers/dealers/ distributors/ Sales Stockiest to enhance market penetration and business
* Substantial percentage increase in revenue generated from the key accounts and Increase company product market share in the region.
* Responsible to involve supervision, marketing, profitability and sales, reporting, purchasing, resale pricing, inventory, service, administration, and other duties as assigned by the top management.
* Maintain a positive attitude that promotes teamwork within the company and a favorable image of the company.

**Qualification:**

**Master of Public Administration**, BZU Multan

**Additional Skills:**

* Good PR in Market.
* Products Knowledge
* Good Communication and presentation Skill.

**References:**

References available on request