

Masood Aslam

Senior Sales Supervisor | Sales & Marketing Coordinator | Accounts

Hajveri Town, Mandi Stop, Multan Road Lahore

T: 92-308-4795920 E: masoodbutt014@gmail.com **Academic**



Qualification:

Degree	Major Subjects	Passing Year	Institution
B.Com	Accounting, Finance, Commerce	2019	Punjab University
I.Com	Accounting, Economics, Banking	2017	Bise Lahore

Experience:

1) Senior Sales Supervisor

8th May, 2023 to till date

I am working as **Senior Sales Supervisor in NMD Department in Qarshi Industries Pvt. Ltd.** Since 8th May, 2023.

Responsibilities:

- Sales Summery shared with ZSM & RSM on daily Basis.
- Invoices against stock shared with field Team.
- Liaising with HR for the field force related issues and issuance of their bank, experience and appointment letters.
- Incentive calculation of sales force on Monthly Basis.
- Gathering New joiner information, filing and forward to HR Department.
- Orders Inductions in SAP of Distributors in term of Primary Sale.
- Maintain record of Primary & Secondary Sales data.
- Claim of short stock & damage stock make and Forward to related Department.
- Maintain record of DSF's attendance and forward to HR for allowances.
- Coordinate with Field Staff day to day matters.
- Coordination with finance for ledger reconciliation.

1) Sales & Marketing Coordinator

1st March, 2020 to 5th May 2023

I am working in **Sales & Marketing Department of Remington Pharma (Pvt.) Ltd.** Since March, 2020.

Responsibilities:

- Preparing Sales force salaries, Expenses and clearance of resigned employees
- Expenses and salaries forward to HR for verification and approval
- Liaising with HR for the field force related issues and issuance of their bank, experience and appointment letters
- Achiever and incentive calculation of sales force as per Quarterly YTD
- Gathering New joiner information, filing and issuance of official sim
- Tour advance for BUH's and their adjustment from finance

- Maintaining Ex-Factory and Ex-Distribution sales on monthly basis
- DFM's monthly work plan and preparation of sales targets as per advice of BUH
- Maintain record of Daily and monthly MTD sales report
- Maintain record of physician samples on monthly and yearly basis
- Identifying to Top 20 customers on monthly basis and Nomination of key customer of the year
- Dispatching samples, promotion material and any other related to field force as per the instruction of BUH
- Procurement and issuances of Gifts to the key customers and parties
- Maintaining the stationary records for all divisions of Head Office □ Maintaining Jazz Tracking Portal of all employees

2) Billing Officer

7th September, 2019 to 28th February, 2020

I have worked as **Accounts Billing Officer** in Accounts Department of **Tiflee Education**.

Personal Skills and Strengths:

Skills:

- Good at achieving target in tough conditions
- Can work as individual as part of team. Able to lead as well as follow.
- Can communicate effectively with team in tough situation and motivate team

Strengths:

- Hard working, reliable person and self-initiator
- Effective and efficient while working with the team
- Ability to manage multiple tasks simultaneously

References:

Will be furnished on demand