

Muhammaad Moeed



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SUMMARY:

To join a reputed and dynamic organization for enhancement of my initiative, motivation and managerial skills and optimum use of my experience and skills that would help me climbing the ladder of success in the competitive world ahead. A professional with proven expertise in Sales & Marketing, Administration and Procurement. I have in-depth experience of building and leading teams to deliver on targets set by management.

KEY COMPETENCIES AND SKILLS:

Excellent communication skills
Team building and leading
Strong negotiating skills
presentation skills.
Multitasking
Relationship Building
Followup skills

WORK HISTORY:

AREA SALES MANAGER (NORTH)

FOSPAK PVT.LTD (CONSTRUCTION CHEMICALS)

APRIL 2018- PRESENT

RESPONSIBILITIES:

- Maintain & building relationship with Project Manager & engineers ensuring sales.
- Submission of invoices & maintain knowledge of current sales, promotions, policies regarding payment and exchanges and security practice
- Monitoring sales data and keeping up to date with current market trends and customer needs
- Generating new leads and developing existing customers.
- Select the correct product based on customer needs, products specifications and applicable regulations.
- Built relationship with customers and the community to promote long term business growth and to grow company revenue.
- Call on owners, consultants, and contractor and influence decision makers to use our products.
- Putting my efforts to meet personally with the head engineers by visiting at the project sites and to convince them to provide and guide about the company's products.
- Also to approach the chief directors to their head offices if needed.
- Negotiate prices in terms of sales and service agreements.

MAJOR CLIENTS WORK WITH:

- FWO	- NLC	- SKB
- C&W	- ZKB	- DESCON
- CDA	- KARKON	- CGGC
- HABIB CONSTRUCTIONS	- BESTWAY CEMENT	- MAQBOOL CALSON

MAJOR PROJECTS EXPERIENCE:

- Peshawar metro BRT complete project (R1, R2, R3 and lot 1, 2 & 3).
- Swat motorway project.
- Swat motorway tunnel.
- DHA Peshawar.
- Hakla to DI Khan express way.
- FWO Jaglot skurdu road project.
- Kohat to jand road project
- Bestway cement plant.

ONGOING PROJECTS:

- Mohmand Dam.
- Sukki Kinari hydropower project.
- Kurrum Tangi Dam project (North Waziristan).
- Diamer Bhasaha Dam (GB).
- Jaghram hydropower project (AJK).
- Warsak dam Rehabilitation Project.
- Border crossing facility (Torkhum).

WORK HISTORY:

MANAGER OPERATIONS

MOHTARAM PVT.LTD

FEBRUARY 2017- MARCH 2018

RESPONSIBILITIES:

- Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements
- Overseeing inventory, distribution of goods and facility layout.
- Petty cash management.
- Manage human and material Resources to meet Production target.
- Work out and implement standard operating procedures for production operations.
- Encouraging and building mutual trust, respect, and cooperation among team members
- Maintaining client records.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Conduct Recruitment Efforts.
- Perform other related duties as required and assigned.
- Keeping inventory records, sales record, expense record on Candela / QuickBooks.
- Control spend and build a culture of long-term saving on procurement costs
- Control Inventory Levels and ensure availability of material during emergencies

EDUCATION:

BBA(HOHS), HRM, 2010~2014

Kohat University of Science And Technology –Kohat, Pakistan

Internship, PTCL Peshawar Pakistan

MBA(Marketing), 2015-2017

Preston university Islamabad campus

LANGUAGES:	
● Urdu	● Hindko
● English	● Pashto

PERSONAL:	
Father’s Name:	Wajid Mehmood
Date of Birth:	12.12.1992
Gender:	Male
Religion:	Islam
Nationality:	Pakistani

REFERENCES:	
Avaiable on demand.	