

SAJJAD HUSSAIN

MBA- Graduate

Eight 8- years plus Sales & Marketing experience

Current Address: Peshawar KPK- Pakistan

(Willing to relocate around the World)



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Being ambitious and experienced resource, I want to build a long-term professional career with an Organization that will offer endless opportunities for my career growth and alliance my skills, learning's and knowledge up to the cutting edge of technologies and business methodologies. And utilize my experiences and skills, while making a significant contribution to the success of the organization.

EMPLOYMENT HISTORY

Takaful Group Manger

EFU-Life Assurance Window Takaful Operations

From: July, 2021 to Present  Peshawar KPK- Pakistan

Responsibility

- Develop and implement business strategies to maximize company sales in said regions.
- Maintain profitable relationship with existing and potential Clients.
- Ensure that staff stays up-to-date with business and product knowledge.
- Evaluate staff performance and provide appropriate feedback. Organize & Conduct trainings for staff in their assigned job responsibilities.
- Monitor and manage operational expenses within allotted budget.
- Motivate, coach, develop and supervise direct sales staffs, sales managers to meet departmental goals.
- Recruitment of sales staff and their development.
- Training and development of Sales staff
- Ensure that team follows company quality and service standards.
- Determine staffing needs and develop work plan based on work volume.
- Participate in employee retention and termination activities.

Senior Officer Administration

EFU-Life Assurance Window Takaful Operations


From: October, 2019 to July 2021 (Promoted to Group Manager)  Peshawar KPK- Pakistan

Responsibility

- Operated BOSS (Branch Operation Support System) and administer all daily branch office administrative & Operational processes and procedures
- Provided technical support to all branch activities and maintain professional relationships with clients and sales departments to resolve all clients/sales staff issues.
- Maintain files with various administrative documents (incoming & outgoing mail records, general office record, rental payment records, utility bills records, office equipment's (IT+ General) records) and Petty cash Management
- Process and handle all recruitment applications of Branch Sales staff
- Handle daily attendance of Branch Staff
- Supervision of Branch office supporting staff (Cleaners, Peons/Office Boy)
- Input & Process Clients proposals (New Business) submitted to Branch.
- Coordinate with Client Services to resolve all Clients related issues in Branch and provide client service reports of Branch staff/Clients as needed. (Renewal letters, Requirements, Alteration requests, Policy surrender related issues, Policy inquiry)
- Coordinate with Accounts department and monitor all payments to branch (Cash Management, Receiving cash from Clients/Agents and banking of that Cash)

Regional Coordinator

Pak-Qatar Family Takaful

From: June, 2016 to October 2019  Peshawar KPK- Pakistan

Responsibility

- Communicate daily business, work with the management team.
- Ensured all operations are carried on in an appropriate, cost-effective way
- Managed and monitored of direct sales team to achieve business targets.
- Assist in developing or updating standard operating procedures for all business operational activities.
- Build strong relationship by addressing customer issues and complaints in a timely manner.
- Maintain accurate and clear documentation for operational procedures and activities.
- Monitor and control expense according to allotted budget.
- Developed cases for employee termination, promotion, and demotion letters.
- Preparing presentation and provide support documents, reports to higher management for meets, seminars and training.
- Worked as a liaison between line managers and head office.
- Prepared correspondence, forms, manuals, schedules, contracts, and other reports for the Area director

Takaful Advisor

Pak-Qatar Family Takaful


From: June, 2015 to October 2016 (Designation upgraded to Regional Coordinator)  Peshawar KPK- Pakistan

Responsibility

- Meet and exceed sales targets
- Calling and maturing qualified leads provided
- Ensure site visits and clients meeting in office
- Manage complex negotiations with senior-level executives
- Build rapport and establish long term relationships with clients
- Set up meetings with potential clients and listen to their wishes and concerns
- Actively seek out new sales opportunities through cold calling, networking and social media
- Prepare and deliver appropriate presentations on products and services
- Collaborate with team members to achieve better results
- Gather feedback from Clients or prospects and share with internal teams

Internship

Pakistan Telecommunication (PTCL)

From: September, 2014 to March 2015  Peshawar KPK- Pakistan

- Preparing all hire paper works
- Creating new personal files and assist in recruitment and Selection process
- Post recruiting and screening employees to fill vacant positions.
- Calls applications & conducts initial phone interviews
- Support & role models standards of conduct respect for diversity among co-worker and visitors.
- Preparing recruiting materials and managing attendance and leave records

TRAINING/PARTICIPATIONS:

- 5 days training “**Entrepreneurial development & Designing Thinking**” by LUMS 2018
- Participated as organizer in event “**International Human Right Day -2013**”
- Attainted one-day Conference “Peshawar Youth Conference 2014”
- Participation in Young Leaders Summit Islamabad Dec, 28 2014
- Participation in INTERNATIONAL PEACE DAY-2014 Sep 2014
- **Certified Event Organizer** ‘Certification by IBMS- Agriculture University Peshawar ‘
- Active citizen’s Workshop, Social Action Project Under British Council
- Participation Awareness Raising Session On Legal Rights and responsibilities Under Aitebaar SRSP held in Peshawar

VOLUNTEER WORK HISTORY:

- Volunteer and Project Manager “Chitral welfare & Support Organization”
- Volunteer & Management Team member in Youth Development Society
- Sectary General In Skills Enhancing Society The University of Agriculture Peshawar
- Organizer Youth Development Society KPK
- Facilitator in Sports and Recreation Society the University of Agriculture Peshawar
- Work with BRIATISH COUNCIL “Project Take a child to school

FREELANCING AND PROJECTS

FREELANCING

- Working as Recruitment Consultant with Bracket-Games (a software house) Peshawar
- Worked as a freelancer HR Manager with All-rounder Services Pvt. Limited Peshawar.

PROJECTS (MBA Projects)

HR Consultancy:

Worked as HR Consultant (IM| Sciences MBA-Student Project)

- Performed as a team leader and developed recruitment and selection process.
- Job descriptions, Interview forms, Job application Forms for different position

Case Studies In HRM

Worked as a Group Member: (IM| Sciences MBA-Student Project)

- Developed Case studies in HRM on family business disputes
- HR business ethics

MORPHOLOGICAL SKILLS:

- English (Speaking, Reading, Writing)
- Urdu (Speaking, Reading, Writing)
- Pashto (Speaking,)
- Khowar (Speaking, Reading, Writing)