**Sareer Khan**

Assistant Manager Coordination



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**About me…**

My over all career in Pakistan, I have played an essential role in developing and improving a wide range of my services the across different industries and business, where I have found my biggest passion. The motto that has driven my work all these years in my Career hasn't changed: Paying close attention to business partner’s feedback, spotting his behavior patterns, and iterating from there.

Muhammad Khan Korrona, Risalpur, Nowshera, KPK

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**LANGUAGES**

**WORK EXPERIENCE**

**Dec-2019 – Present**

 **Assistant Manager Coordination Department (Pak & Afghan)**

 **(Qazi & Brothers Group of Companies)**

**Key responsibility**

* Quarterly Sales Meeting arrangement.
* Point and Agenda of Meetings. (As the Director and Heads required)
* Preparation of meeting Presentation.
* Correspondence with Sales team for their meeting presentation.
* Achievement & Targets status for meeting.
* Preparation of Quarterly Targets of Sales Team & filing.
* Monthly Forecast on the behalf of Quarter Target.
* Secondary & Primary Sales Reports & Status discussion with concern Head.
* Correspondence with ASM/RSM/ RH on their Daily Activity Reports.
* Scheme Activity & Trade Activity approval preparations & filing.
* Warning letter, Circular and other correspondence with team and distributors. (In case of any objection and Necessary).
* Follow-up of trade activity with Sales Team and Distributor.
* Proper Collection of required data of Trade activity from team.
* Preparations, reconciliation & Adjustment of trade activity amount.
* Scheme activity preparation and adjustment.
* New hiring interview and remarks of Sales Team with HR. (In case of absence or permission of Director Sales).
* Visit of Company to new employ and introduce the history Company Culture.
* Providing ledgers quarterly to all distributors’ for verification.
* Solve the issues if distributor mentions a valid reason with provided documents.
* Scouting of monthly Salary & Expense.
* Assessment of Performance appraisal. (With support of Director Sales & Head)
* Coordination between all departments. (In case of any subject)
* Entertaining the Sales Department Guest and Distributors.

English

Urdu

Pashto

**PROFESSIONAL SKILL**

Multi Task

Team Work

Management

Preservation

Dedication

Pub. Dealing

**PROFESSIONAL CERTIFICATES**

SAP - Professional Certified

MS Office Certified

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**May 2017– Mar 2018**

 **Supply Chain Supervisor (N-ll KPK)**

 **(Coca-Cola Beverages Pakistan limited)**

**Key responsibility**

* Assist with day to day activities of directing, controlling and coordinating all phases of the Warehouse and Distribution operations.
* Partner with distribution center and sales team management to ensure timely and accurate deliveries in an efficient and cost effective manner.
* Assist with managing execution of day to day Distribution Center operations (both Distribution and Warehouse) within parameters of both labor and other operating expense budgets.
* Assist in the selection, supervision, and development of subordinate personnel.
* Assist in the establishment, analysis and submission of annual departmental budgets.
* Maintain collaborative relationships with Sales team and all other departments in order to achieve goals and customer satisfaction.
* Adhere to Company standards and policies in addition to all regulatory requirements.
* Support and implement Company initiatives to achieve performance, quality and safety metrics.
* Proactively improve process functioning and strive for enhanced levels of efficiency.
* Ensure the safeguard and security of Company assets.
* Partner with sales team for planning and forecasting of volume.

**HOBBIES**





**ACADEMIC BACKGROUND**

**Bachelors of Business Administration**

 PIMSAT (2010)

**Mar 2015 – Mar 2016**

**Site Acquisition Executive (N.Punjab + KPK)**

**(Unicorn Telecom Services)**

**Key responsibility**

* Site search as company required.
* Site survey.
* Site lease and Permits activities.
* Evaluation, selection and audit of approved subcontractors.
* Set objectives, structure, organize and plan activities.
* Prepare and update the implementation program.
* Leading a team of Site Acquisition Engineers, Coordinators, and legal controllers.
* Monitoring of all team performance on site.
* Coordinate with regional Site Acquisition teams.
* Develop a relationship with concerned government authorities and Land owner.
* Prepare project progress report and update client. Conduct Site acquisition training session.

**Apr 2012 – Aug 2014**

 **Marketing Executive (KPK)**

**Telenor Pakistan (Think Big advertisement Agency)**

**Key responsibility**

* Ensure the effective and efficient utilization of field force resources.
* Ensure that objectives in terms of availability, visibility, volume, margin, quality and customer price of products are achieved for the area
* Work closely to the Regional Manager to adapt trade programmers developed by the Business Development Manager to the area’s reality
* Provide guidelines to the Trade Marketing Representatives regarding retail planning and merchandising materials.
* Ensure that area team and trade partners are well-trained and aligned with International Marketing Standards and all Corporate Guidelines.
* Consolidate data gathered by area team to ensure that Regional Manager is fully informed at all times
* Ensure that internal control procedures are followed in relation to the identification and resolution of cash and stock shortage discrepancies.
* Manage the productivity & cost optimization of the area (trade spend effectiveness in the area).

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