

Tahir Mehmood

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OBJECTIVE

Operations and Coordination with 5+ years of experience, handling inter office procedures and coordination with team out in the market on daily basis, directly reporting to NSM and Director, **Possesses a Bachelor degree in Human Resource Management (University of Peshawar), currently enrolled in Master of Business Administration (Iqra National University) and expertise in Microsoft Excel.** Looking to leverage my knowledge and experience into a role as good Manager.

PROFESSIONAL EXPERIENCE

Regional Coordinator May 2021 to Present
Mohsin Match Factory Pvt Ltd

- Coordination with Sales Supervisors/Representatives & Regional Manager on daily basis
- Managing Recovery/Payment (distributors/NSM/Director)
- Setting Area/town/SS wise goals
- Delegating responsibilities to achieve goals
- Preparing Journey Plan for Representative
- Maintaining special tracking sheets for problematic towns
- Coordination with distributors and market Key Customers
- Gathering Competition information from market (Market Intelligence)
- Interpreting and maintaining market reports of representative

Key Account Manager
Utility Stores Corporation

- Gathered zonal information of warehouses
- Contacted with warehouses in charge to gather competitive brands information
- Presented the brand quality of
- Acquired order from almost 55 towns/warehouses
- Achieved target of 12000 Cartons
- Coordination with head office for recovery Weekly/Monthly
- Awarded for special project in annual conference 2022

Operational Contributions
Mohsin Match Factory Pvt Ltd.

- Forecasting for weekly/Monthly production plan
- Managing production plants SKU wise, Size wise
- Forecasting report for wood consumption
- Preparing dispatch reports / Daily Supplies
- Preparing monthly shipment plan
- Managing recovery/ledgers, invoices in absence of account manager

Data Analyst April 2019 to May 2021

- Preparing Sales Analysis for Growth & Identifying Opportunities
- Interpreting raw data of production to calculate the efficiency of production department
- Preparing parties profile to analyse the performance
- Preparing customize reports regarding production and Sales on demand

KPO Feb 2017 to April 2019

- Daily Sales Entry
- Preparing daily Dispatch Report
- Preparing Sales Report, Daily/Weekly/Monthly
- Preparing Production Report
- Preparing fleet expense sheet

Internee May 2014

Pakistan Telecommunication Company Limited (PTCL)

- Attended the 8 weeks thorough Internship program
- Contributed to various functions of HR department of the Organization
- Realized how company deals with functions like Payroll, Leave, and Welfare etc.
- Wrote a complete Report on the Functions

ADDITIONAL SKILLS

- Working in Microsoft Office, with a focus on Excel
- Trilingual in Urdu, Pushto and English (Average)
- Web and searching savvy
- Typing speed of 50 WPM

Hobbies

- Cricket
- Swimming
- Tourism