

# Fakhar Ul Zaman

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## Objective

A proven leader in the Sales and Marketing management administrative industries and goal oriented. I am seeking a challenging opportunity to manage and lead large projects where my advanced skills, education, extensive training, and many years of experience can be fully utilized.

## Key Skills

<ul style="list-style-type: none"><li>• Sales Management</li></ul>	<ul style="list-style-type: none"><li>• Marketing Management</li></ul>
<ul style="list-style-type: none"><li>• Team Management</li></ul>	<ul style="list-style-type: none"><li>• Business Development</li></ul>
<ul style="list-style-type: none"><li>• Leadership</li></ul>	<ul style="list-style-type: none"><li>• Customer Relationship Management</li></ul>
<ul style="list-style-type: none"><li>• Management Information System</li></ul>	<ul style="list-style-type: none"><li>• Inventory Management</li></ul>

## Professional Experience

### Mahmood Saeed Beverage Cans & Ends Industry Ltd

Administrator cum Sales / Marketing Executive

Jeddah, KSA

April-2013 to Oct-2018

- Meets marketing and sales financial objectives by forecasting requirements preparing an annual budget.
- Scheduling expenditures, analyzing variances, initiating corrective actions.
- Liaising with customers and other departments i.e. accounts, warehouse, logistics.
- Identify and develop new business opportunities at B2B channel by promoting product Range to new and existing Clients.
- Review sales performance, aiming to meet or exceed targets.
- Making accurate, rapid cost calculations and providing customers with quotations.
- Maintaining statistical and financial records, inventory management, processing orders and ensuring quality objectives and delivery deadlines.
- Coordinating Import & export shipments with logistics providers.
- Presenting company products to customers and helping them by answering their enquirers, negotiating prices, terms and conditions to finalizing contracts.
- Reporting customer complaints to concerns departments.
- Collecting and analyzing market information with competitors.
- Trained new sales force in addition to normal job responsibilities.
- Reviewed and coordinated implementation of marketing strategies.
- Assisted with monthly closings and preparation of monthly financial statements with other departments.

**ABANA ENTERPRISES GROUP CO.**  
Telecom Officer

**Jeddah, KSA**  
May-2012 to March-2013

- Providing telecom-related products and services to consumer.
- Installing, maintaining, and servicing of fiber optics technology.
- Configuring routers and solving complains of consumer.

**MASOOD TEXTILE MILLS LTD**  
Data Entry Operator

**Faisalabad, Pakistan**  
Nov-2010 to Dec-2011

- Collecting and entering data in databases and maintaining accurate records of valuable company information.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Research and obtain further information for incomplete documents.

## **EDUCATION**

VIRTUAL UNIVERSITY OF PAKISTAN	MBS (MASTER'S IN BUSINESS STUDIES)	2017
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## **Volunteer Work**

- Fire fighting in Mahmood Saeed Beverage Cans & Ends Industry Ltd Jeddah, KSA

## **Computer / Technical Skills**

• Microsoft Office	• Digital Marketing
• Search Engine Optimization	• E-commerce
• Computer Networking	• Affiliate Marketing
• Creative writing	• Baan Infor (ERP Solutions)
• WordPress	• Virtual Assistant