***Profile:***

* A competent and a versatile professional with 8 years of commendable experience in sales, marketing Relationship Management, Business Development & Customer Services.
* Experience of successfully coordinating the activities of various departments concerned with the production, pricing, sales, and distribution of products & services.
* Comfortable working with people of all levels and having an excellent commercial approach to solving problems and developing business processes.
* Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level.
* Good knowledge of Microsoft Office Software including Word, Excel, PowerPoint and Outlook.

***Career Objectives:***

To pursue a responsible position in a progressive organization that put forward challenges and recognition, with an opportunity to grow with overall operations of the organization to generate excellent financial performance.

***Employment History:***

**King Group of Companies**

**Operations Manager January 2011 – June 2015**

**Duties:**

* Managing a team of approximately 100 employees in a busy work environment.
* Negotiating contracts, ensuring that they balance value and risk.
* Establish and implement departmental policies, goals, objectives, and procedures.
* Creating, managing and analyzing performance data and other information.
* Ensuring that capacity and capability are continually planned.
* Encouraging, identifying and developing best practice strategy.
* Ensuring compliance to all Environmental Health & Safety goals & objectives.
* Producing Operations manuals which define how the business is to be run.
* Working closely with the Financial Manager, Facilities Manager, IT Manager and HR department.

**Mehran International**

**Office Assistant-cum-Sales Manager August 2006 – November 2010**

**Duties:**

* Maintaining and organizing all office files and record.
* To liaise with our valued customers
* To communicate with our clients
* To control office administration

***Trainings and Certifications***

|  |  |
| --- | --- |
| **Trainings & Certificates** | **Organization** |
| Time & Stress Management | **Training And development** |
| Basics of Management | **Training And development** |
| Communication to build Successful Relationships | **Training And development** |

***Education:***

|  |  |  |
| --- | --- | --- |
| **Year** | **Education** | **Institute** |
| 2010 | Bachelors of Commerce | University Of Karachi |
| 2006 | Higher School Certificate | Broad of Intermediate Education Karachi |
| 2004 | Secondary School Certificate | Karachi Board |

***Personal Information:***

* Date of Birth : 04th Feb 1988
* Marital Status : Married
* Nationality : Pakistani



**Gulfjobseeker.com CV No:** **1471134**