**EBAD ****

Email [ebad.280170@2freemail.com](mailto:ebad.280170@2freemail.com)

***CAREER OBJECTIVE***

To be a part of progressive organization that helps me in achieving personal and professional excellence by challenging my potential in the field of marketing and business planning.

***PROFESSIONAL SKILLS***

* Ability to investigate and seek out alternative solutions to problem
* Driving peak performance across all areas of business.
* Remaining calm under high pressure and able to meet tight deadlines.
* Having an in-depth knowledge of computer systems and business software.
* Possessing a positive `can do’ attitude with strong focus on getting results.
* Willing and capable of learning and adopting quickly.
* Can identify threats as well as opportunities.

***JOB EXPERIENCE***

**GENERAC (Dubai) 2017(June) to DATE**

* Working as Sales Support Specialist in PR Middle East (**GENERAC**) since January 2017
* **Sales Order/:** Review OTS and ensure all necessary supporting documents available, ensure all necessary approvals are obtained prior to creation of any sales order/purchase order, ensure order intake booking in the same period of receiving OTS.
* **Procurement Management:** Ensure purchase orders are placed on time and in compliance to company policy and procedure, check and compare vendor pricelist, follow-up with supplier on delivery and order acknowledgement, check and validate price/quantity/terms/delivery dates in supplier order acknowledgement. Prepare Order acknowledgment and send to Customer.
* **Shipment/Logistics:** Coordinate and receive packing list from suppliers well in advance before readiness and advice customer on the same. Coordinate for payment (wherever applicable), transport documents (where applicable), coordinate for shipping details from customer, generate delivery order and Commercial Invoice and forward all necessary shipping documents to customer/ forwarder/ supplier/ Warehouse as applicable. Coordinate and ensure the Goods are collected on time and ensure having acknowledgement of the same from factory/forwarder/customer/warehouse as applicable. Ensure invoicing is done in system after shipment as per incoterms.
* **Forecast and Reporting:** Review monthly billing plan with Commercial Manager and report any foreseen risks immediately, take all necessary steps in execution of agreed monthly plan. Provide necessary reports within the purview of their tasks as and when required/requested.
* **Accounts Receivables Payables:** Generation of all necessary negotiation documents relating to LC payments and ensure clean documents for negotiation of LC's. Follow-up with supplier for invoices for supplied equipment’s wherever applicable. Follow-up for payments from customer in accordance with agreed terms and conditions of order.
* **Month End Provisions:** Provide all necessary month end reports required by finance on last day of period closing. E.g: Provisions for Freight Invoices, Startup, Extended Warranty, Cross Territorial Provisions, any other Misc Provision.
* **Activities in Oracle System:** Creation of sale order and purchase order, receiving purchase orders, generating pick slip number, Stock transfers to different inventory organizations, generating all commercial documents eg: Delivery order, Commercial Invoice, Order Acknowledgment any other system documents/reports.

**AHI Carrier FZC 2014 (Jan) to 2016 (Oct)**

* Worked as a Commercial Coordinator
* Coordinate and monitor supply chain operations.
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
* Plan and track the shipment of final products according to customer requirements.
* Streamline shipping and transportation processes.
* Respond to customer inquiries and refer clients to the appropriate channels.

***ACADEMICS***

* MBA(Marketing) from Preston university Karachi 2011- 2013
* BBA from Preston university Karachi 2007-2011
* Intermediate from Karachi board.
* Matriculation from Karachi board.

***COMPUTER SKILLS***

* Oracle
* MS Office
* Watch Dog

***PERSONAL***

* Date of Birth: 24thJune 1985
* Marital Status: Single
* Nationality: Pakistani
* UAE Driving License: Yes

***REFERENCES***

Available on request.