**SAEED** 

**Email:** **SAEED.337604@2freemail.com**

**DOB:** 5th April, 1986
**Nationality:** Pakistani
**Civil Status:** Single
**Visa Status:** Residence

**Professional Experience**

June 2015– Till Now | Logistics Supervisor Union Rebar Factory Abu Dhabi, UAE

Responsibilities

* Responsible for Managing the loading of vehicles, completed stock and load bay areas.
* Planning and scheduling the delivery of steel and ply wood.
* Making sure that project deadlines are met.
* Responsible for a team over 20 staff that include drivers and warehouse operatives.
* Ensuring that all targets are achieved.
* Managing supplier delivery performance and maintain supplier contracts.
* Cost management and reporting.
* Supporting other departments within the company.
* Managing all supply chain activities.
* Taking into account capacity and planning ahead accordingly.
* Identifying and delivering operational cost reduction and cost avoidance initiatives.
* Managing the maintenance of all heavy and light vehicles.

June 2012–May 2015 | Service Advisor AXA Insurance Body Shop, Mussafah Abu Dhabi, UAE

Responsibilities

* Welcome the clients into the service station and inquire about the troubles they are facing with their automobiles.
* Analyze the extent of damage the vehicle has suffered and the repairs it would require
* Responsible to guide the clients on maintaining their vehicles and ensuring efficient performance of the vehicles.
* Advise the clients on using the vehicles appropriately and ensuring regular servicing and maintenance to the engines.
* Arrange spare parts and manage work among workers.
* Examine the vehicles with customers and inform them all details.
* Responsible to deliver the vehicles in time.

Dec 2009– June 2012 | Sales Executive

 SUZUKI CANTT MOTOR Pakistan (Lahore)

Responsibilities

* Sales Targets: Achieve assigned sales targets in order to contribute to the sales volumes
* Understands automobiles by studying characteristics, and features, comparing and contrasting competitive models.
* Qualifies buyers by understanding buyer’s requirement and interest, matching requirements and interest to various models.
* Closes sales by overcoming objections, asking for sales , negotiating price, complete sales or purchase contracts, explaining provisions, explaining and offering warranties and finance collects payments, delivers automobile
* To Selling Product to Acquire New Customers in order to increase the Customer database with the Right mix of Profile

* Completion of all the required Product & System Trainings in house and Outside Training Centre
* Provides sales management information by completing reports.

Nov 2008– Nov 2009 | CUSTOMER RELATION OFFICER

TELENOR TELECOM, Pakistan (Lahore)

* Receiving customer calls.
* Provide the product related information
* Sort out customer service related problems.
* Activation the value added service on customer’s interest.
* Activation new sim card

Education

 | MBA (Marketing)

* Virtual University of Pakistan

| Graduation (Mass-Com)

* University of The Punjab Pakistan

|  |  |
| --- | --- |
| Areas Of Expertise* IT skills – MS Office, Windows Installation, Internet, Email, Software & Application Installation
* Reception
* Customer Service
* Service Advisor
* Office & Administrative procedures

 **Driving License** |  |
|  |
|  |
|  |

Having a valid Driving License of UAE.