FARHAN

**Farahan.365165@2freemail.com**

**Professional Profile**

I see myself as a confident and highly motivated individual. I have a number of years’ experience within marketing sales and accounting. I am a forward thinking, hardworking and dynamic individual who will ensure that what has to be done is done effectively and efficiently within the constraints of budget and time. Possessing a significant record of achievement in account management and able to quickly understand the mission, vision and values of an organisation I am now looking for my next new and challenging position, one which will make best use of my existing skills and experience and also further my personal and professional development.

**Career Summary**

**Pre Selling Sales and Marketing Manager Modern Trade**

Pak Marketing Services Coca Cola Beverages

Aug 2014-Present

* Coordination with the internal staff and departments directly or indirectly involved in the sales of goods
* To maintain and drive KPI’s in right direction, ensuring these are monitored.
* To ensure SOP’s are undertaken in all areas and are being regulated.
* To execute trade marketing plan pertaining to the brand, volume and promotional objective on key outlets
* Involved in modern trade development
* Responsible for sales and distribution to the Area Territory for all the brands manufactured by the company
* Monitoring and handling the supply, availability and visibility issues by daily market visits
* Analysis of the competitor’s activities in the area assigned.
* To achieve the sales target in terms of volume and revenue on daily, weekly, monthly, quarterly and yearly basis
* Area visit planning for cost effective distribution and to acquire enhance sales opportunities.
* Responsible for daily sales and collection.
* Daily sales reviews with sales team
* Maintaining relations with the existing customers and providing them with after sales services.
* Ensuring stakeholder management is kept at a high level and excellent rapport with clients.

**Accounts Executive**

Khyber Eye Foundation
Sept 2012–May 2014

* Support account manager/account director on all day to day activities
* Task oriented, responsible for the admin, status report, issuing contact reports after meetings
* Develop communication skills, both written & oral to be able to write letters, emails, contact reports handle any telephone queries with donors
* Manage specific tasks start to take ownership of small projects from initial briefing to completion under close supervision to account manager with regular updates
* Learn about each account involved in and making financials for new projects
* Learn way around and start to understand role of each department, build internal relationships maintain day to day contacts
* Be proactive in new areas in learning
* Day to day contact with donors, taking instructions and acting upon them starting to build relationship with donors
* Generate invoices, raise purchase orders, estimate requests, print quotes costs for meetings and eye camps

**Education/Qualification**

University of Peshawar

Sept 2014 - Dec 2016

**BA honours in Political Science & Law**

PIMS College Peshawar

**Diploma of Commerce**

Sept 2012- August 2014

New Scholar School Peshawar

**Matriculation in Science (including Biology Physics & Mathematics)**

Sept 2011 – August 2012

**Key Skills**

* Excellent communication and interpersonal skills.
* Extremely organised individual with passion for management and responsibility.
* Able to work under pressure
* A team player and able to work on own initiative.
* Outstanding customer services skills.
* Proficient in Ms Office suite (word, excel 7 access).
* Achieved stewardship in hotel kitchen health and safety.
* Fluent in English and Urdu speaking and writing.
* Professional fitness/personal trainer at Peshawar gym club

**Interest & Hobbies**

I am an energetic individual with a passion for football and cricket. I appreciate diversity and enjoy reading and enhancing my knowledge on cultures from around the world. I am particularly keen on learning other languages in order to fulfil my aspiration of exploring and working around the world. I am an extravert individual who loves to socialise and keep up to date with the latest fashion and technology.