**Awaiz**

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| DOB: 10-10-1996 | | C/o-Mobile: +971 505891826 | |
| Email: [awaiz.377859@2freemail.com](mailto:awaiz.377859@2freemail.com) | | | |
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| Nationality: Pakistan | |  | |

**Career Objectives:**

2015 international business graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office Executive position. A dedicated worker aiming to help achieve company goals and take

on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker With evidence by my excellent performance during internship and the university.

**Visa status**

*Visit Visa UAE Valid till 5 May 2018*

**WORK EXPERIENCE:**

**5 Years of Professional Experience**

**Unilever Pakistan Limited**

***Executive Officer (Sales & Operations (SAP SD IMT & GT Business Sep 2015 to Jan 2018)***

**Duties &Responsibilities**

* Engages in superior customer service by making information readily available
* Persists in sales even in the face of failure
* Demonstrates products and services as deemed necessary by clients and management
* Schedules appointments and meetings as necessary
* Answers questions from clients
* Makes product knowledge readily available to self and other sales people through various resources
* Researches client base to find new types of customers and sells to them accordingly
* Keep interaction with all stakeholders for the confirmation of 100% delivers.
* Resolving issues related to good returns and preparation of credit notes to equalize the balance of all customers.
* Total control of Outbound & Inbound working.
* Preparation of sale reports on weekly, Monthly, Quarterly & yearly basis.

**Oder Management: (SD Module)**

* Managing Order of GT customers.
* Creation of Shipment/Invoicing-ID/GT/IMT
* Being the focal point between. O2C, Supply Planners & warehouse team to resolve all issues related to the GT channel.

**Warehouse Management: (WM Module)**

* Execution of Daily dispatch plan.
* Inter Depot & GT make shipment by OTM.
* Stock Transfer and Goods Receiving (Plant to Plant & Within Plant)
* Resolving customer complains

**Gourmet Foods & Beverages (Sunder Industrial Estate Lahore)**

***Sales & Marketing at Gourmet Feb 2014 to Mar 2015)***

**Duties &Responsibilities**

* Check attendance and implementation.
* Daily task sends TSO induction and TSO Hair list.
* TSO Detail as per 300 outlets & additional TSO required.
* Daily update primary & secondary sale.
* Distributors & TSO Wise Target vs. Achievement (primary & secondary Sale)
* Tabs induction of TSO’s & Distribution.
* Ensure 100% spot sales on Sales Man Tabs.
* Responsible to keep record of all Tabs and SIMs, Monthly incentives.

**EDUCATIONAL BACKGROUND:**

**University of the Punjab**

**Bachelors in Computer Science-Session: 2013-2015**

Govt Degree College Okara

**Intermediate. ICS-Session: 2011-2013**

Quaid-e- Azam College Okara

**Matric-Session: 2009-2011**

Govt Higher secondary school Habib Abad

**Relevant Skills:**

**Electronic Data Processing Knowledge:**

**Excellent in Microsoft Office Program:**

* Excellent Communication, presentation and analytical skills.
* SAP Logistics, SAP Inventory Management, Oracle ERP Implementation, MS Office Skills, C++, Data base management system, Oracle System, GPS Vehicles Tracking.
* Outlook: Very much familiar to use outlook.
* Hobbies: include Sports, Books reading, and Traveling.

**Language:**

* English – Excellent reading, writing and speaking
* Urdu– Excellent reading, writing and speaking

**References:**

* Will be provided on demand