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### Business Development, Sales Professional, Administration



A personable, charismatic and efficient professional, who is able to bring an assortment of knowledge and skills to every area of a business. I have a track record of over achieving and someone who is deeply passionate about sales and marketing. I have the ability to understand big picture concepts and to dive into the detail needed to implement them. Possessing broad technical knowledge of the latest marketing methodologies, I am more than able to create customer focused win-win initiatives. After 13 years in sales, business development and administration, currently seeking for a suitable position with a company where I can surrounded by like-minded individuals who strive to break records and deliver excellence.

### AREA OF EXPERTISE

* Campaign Optimization
* Sales Management
* Business Planning
* Territory Sales
* Bid management
* Contract negotiations
* Procurement
* B2B & B2C Selling
* Client Issues
* Identifying Business Opportunities
* Customer Service

### EXPERIENCE & ACHEIVEMENTS

**Regional Sales Manager**  **M-Tech International, Dubai, UAE11/2012– Current**

*(M-Tech is LV/MV switchgear and transformer manufacturing and trading company having its head office in Dubai, UAE, factory in Pakistan and marketing & sales office in Afghanistan)*

* *Enlisted M-Tech in US Military procurement, Oil & Gas and Construction companies. The companies includes Lukeoil, PETRONAS Carigali Iraq Holding B.V., Qatar Petroleum, Petrofac, Saipem, Lakeshore Construction, ECCi, DynCorp, Samsung Construction and many others.*
* *Got different USA and European certifications and memberships for the company like ANSI, IEEE, ASTM, AWS, PSQCA, BSI, NFPA.*
* *Developing action plans for growth in target markets.*
* *Providing information proactively to senior management, such as weekly status reports and quarterly business reviews.*
* *Office Management*
* *Ensure all contractual service levels and documentation is met.*
* *Increasing margin by effective margin management.*
* *Following up all sales leads quickly and efficiently.*
* *Compiling and accurately analyzing sales figures.*
* *Controlling bad debt in line with company targets.*
* *Developing and implementing new administrative systems.*
* *Ensuring compliance with all relevant legislation.*
* *Maintain active distribution in all primary markets.*
* *Maintaining on-going client communications via email, phone & in-person.*
* *Identifying bottlenecks in the sales process and initiating corrective action.*
* *Designed all catalogues, brochures& website.*

### Work History

**Country Sales Manager**  **M-Tech International, Kabul, Afghanistan03/2009 – 11/2012**

Was responsible for establishment of marketing and sales office in Kabul and provide day-to-day campaign oversight and management, and for implementing all promotional techniques. Also played a part in initial registrations with Afghan government and US military forces.

* Office management
* Managing staff to ensure that key target marketing areas are always covered.
* Provided sales support to marketing executives and field staff.
* Advancing the company's strategic positioning with key accounts and strategically important geographies.
* Maintaining strong and cordial relationships with corporate level sales and marketing executive.
* Identifying and monitoring the performance of competitors in the market place.
* Managed expense levels at or below given budget.
* Responsible for account budgets, expenditure forecasts, and P&L accounts.

**Commercial Manager**  **M-Tech International, Lahore, Pakistan05/2007- 03/2009**

**Manager Business Development**  **TPA Consultants Pvt. Ltd., Peshawar, Pakistan08/2003-12/2006**

**Admin & Finance Manager** **OEPL Consultants (Pvt.) Ltd, Peshawar, Pakistan09/2000-05/2003**

### Key Competencies and Skills

***Business Development***

• Ability to target companies and passive candidates by leveraging all available online and offline resources.

• Proficient in working with Customer Tracking Systems.

• Building deep and lasting relationships with customers.

• Excellent strategic sales techniques.

• Knowledge of how to manage customers with the greatest of care.

• Identifying & manage resources required to maximize volume opportunities.

• Able to work extremely well under minimal supervision.

• Strong client relationship management and development aptitude.

• Ability to lead large, complex cross-functional sales initiatives.

• Exposure to and comfortable with the process of forecasting.

***Managerial***

• Strong consulting skills including negotiation, persuasion, coaching, teaching, influencing, and listening.

• Having deep understanding of a customer’s environments, workflows, and business processes.

• Computer literate and able to proficiently navigate all MS Office applications.

• Build business in new markets and areas.

• Highly organized, and able to prioritize and multitask.

• Ability to close business within short sales cycle.

***Personal***

• Good knowledge of Microsoft Office including Word, Excel and Outlook.

• Always paying attention to quality and continuous improvement.

• Meticulous attention to detail.

• Having a productive and proactive work style.

• Clean and professional in appearance.

• Can independently manage complex technical sales initiatives.

### Education

**Master in Business Administration** Preston University, Peshawar 1999

*MBA degree with major subject of Finance.*

**Bachelors of Business Administration** Al-Khair University, Peshawar 1997

*BBA degree with major subject of General Management.*

### TECHNICAL PROFICIECY.

**Productive Tools:** MS Word, Excel, Power Point, Outlook,LAN Networking, VoIP, VPN, PC Trouble Shooting.

**Designing:** Corel Draw, Corel Paint, Photoshop, MS Publisher.

**Social Media Websites:** LinkedIn, Twitter, Facebook, Google+

### Languages.

Fluent in English, Urdu, Hindko, Punjabi and Pashto.

### Personal

**Nationality:** Pakistani

**Date of Birth:** 03rd October 1976

**Marital Status:** Married