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**Tehseen**

[**Tehseen.332740@2freemail.com**](mailto:Tehseen.332740@2freemail.com)

**“*I am motivated by the principle “Accept Challenges, Adapt Changes” in leveraging my skills towards career growth and professional development.”***

Well educated professional having postgraduate degree in Business Administration. Possess excellent track record in achieving significant growth and success in building company growth, increasing awareness for products or solutions, and reputation within key accounts by maintaining professionalism with strong client account management, negotiation, staff supervision and organizational skills. Seeks rewarding role in Admin and marketing domain within IT consulting firms or any challenging work environment to use diverse skills, contacts and local market knowledge.

**Key Skills**

* Understanding of business administration and their practical usage in multi task environment having Indoor sales and Customer care.
* Communication skills, both verbal and written.
* Organizational skills, both analytical and problem solving.
* Ability to work with confidential documents.
* Certified Product Expert.
* Customer Care Expert.
* Understanding of IT marketing and web portal marketing.
* Professional in MS Office and Web search tools.
* Key account management-client relation building skills
* Technically sound and result-driven team leader
* Skilled in product launches campaigns
* The ability to manage multiple staff and work on multiple projects simultaneously.
* Strong sense of urgency and problem solving skills.

**Career History**



**AL WARA PERFUMES IND. L.L.C SHARJAH (UAE).**

**Position Title: Administration & Purchase Officer (Nov 2014 to Till Date)**

**Department: Management**

**Responsibilities;**

* Ensure and reviews all PR’s (Purchase Requisitions) assigned
* Price Negotiation for permanent materials retrieves all quotations that suppliers email at the bid stage, short-list them in terms of competitiveness
* Make business relation with direct sources.
* Complete price evaluation of quotations in preparation of purchase orders.
* Handle all incoming order from a segment of customer base and assisted in updating the order policies for customers.
* Monitor purchase orders and make possible delivery within the commitment of Sales Manager with Customers.
* Schedule travel, coordinate with travel agencies to obtain the best possible trip and prepare travel expense reports accordingly.
* Plan meetings and conference calls.
* Develop weekly account incident report for management.
* Maintain weekly schedules for employees.
* Handle and screen telephone calls, routine mail and reallocate as required.
* Train and supervise casual and clerical staff.
* Increase revenue in the group of assigned corporate clients.
* Perform basic book keeping activities and create and maintain database records.
* Manage front office operations; liaise with local authorities and vendors.
* Manage calendar and Track and process annual fixed asset inventory.

**PAK ARAB FERTILIZER (LTD) PAKISTAN**

**Position Title: Assistant Accountant in Multan Pakistan.**

**Department: Administration ( Feb, 2013 to July, 2014)**

**Responsibilities**

* Conduct studies for strategic planning and its implementation for distribution networks.
* Seize ownership of business process for its goal-setting, policy planning, strategies, methodologies, profitability, market image and continued enhancement of business.
* Conduct periodic review on performance versus goals and identify all deviations from goals.
* Accountable for client liaison, team management and business channel development.
* Oversee the daily workflow of channel of dealers, resellers and distributors within market segment

**Technical Experience**

* MS Office: Word, Excel(LPOs, PO, DO,PI) and PowerPoint
* Office Equipment: Fax machines, photocopiers systems, and general office equipment.
* Computer: Spreadsheets, word processing typing speed: 50 WPM

**Educational Qualification**

* BBA( Hons) from National University of Modern Languages 2013
* Diploma in Web Designing , College of Excellence (COE), Pakistan 2013
* Diploma in Information Technology, College of Excellence (COE), Pakistan 2012

**Personal Detail**

Nationality Pakistani

Date of Birth 28-06-1990

Marital Status Married

Language English, Urdu, Punjabi

Visa Status Employment

**Reference**

Furnished promptly upon request