**CURRICULM VITAE**

**Zafar**

Current Location : Dubai

**Visa Status: Visitors Visa**

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**CAREER OBJECTIVES**

To obtain a position a managerial position in order to provide best customer services for the and quality products at affordable prices with profitability and business development and allow continued personal and professional growth commensurate with achievements

**ACHIEVEMENTS**

* Reduced 35hours of work in 3 hrs by using analytical and observing skills that saved time, achieved 100% accuracy for L’Oreal, Pakistan
* Sold more than $20 million imports and export consignments successfully
* Accurate forecast planning of products to avoid any shortage or surplus
* 14+ years’ experience in management comprising of (Business Development, Sales & Marketing, Procurement, Materials Management, Contracts Management, and Trade)

**PROFESSIONAL EXPERIENCE**

***2014 –2017 Business Development Manager, Chauffeur, Alpha Limousine, USA***

* Report to the Managing Director
* Promote business development opportunities
* Act as Sales, Business Development & Marketing Representative for existing key accounts
* Organize, manage and develop contacts, accounts, leads and opportunities
* Meet new and existing clients as necessary, performing demonstrations those are specifically marketed to meet the client's business needs
* Attend industry trade shows as required
* Develop sales strategies and, using a CRM, track the progress of the sales stages and report on a weekly basis
* Liaise with staff to ensure smooth process of project, to manage issues and contact management in exceptional situations
* Any other duties, tasks and responsibilities consistent with the role

***2014 –2017 Healthcare Administrator, Darul Sehat Hospital, Karachi, Pakistan***

* Report to the HR Manager
* Monitor budgets and prepare reports and maintain medical and staff records
* Track medical and office supplies stock
* Update patient health records, including admissions and insurance data
* Create work schedules for staff members and keep records of expenses and suggest ways to minimize costs
* Answer queries from doctors, nurses and patients
* Liaise with medical staff to identify efficiencies in the facility’s operations
* Ensure compliance with current healthcare regulations

***2012 –2013 Sales Manager, Oak Furniture by Natural World, UK***

* Report to the Regional Manager
* Describe about merchandise and explain how to use, operate, and care to customers & answer questions regarding SKUs
* Greet customers and ascertain what customer needs and help customers try on or fit merchandise
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires
* Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
* Place special orders or call other parent stores to find desired items
* Compute sales prices, total purchases and receive and process cash or credit payment
* Sell or arrange for delivery, insurance, financing, or service contracts for merchandise
* Estimate and quote trade-in allowances
* Estimate quantity and cost of merchandise required, such as paint or floor covering
* Arrange tickets and display merchandise to promote sales
* Inventory stock and requisition new stock
* Watch for and recognize security risks and thefts, and know how to prevent or handle these situations
* Prepare sales slips or sales contracts
* Maintain sales related record
* Exchange merchandise for customers and accept returns

***2011 – 2013 Stock Analyst, Orridge & Company, Christie Group, UK***

* To analyze the exact quantity of stock and accuracy
* And to ensure the availability of stocks according to the requirements of customers
* Responsibilities includes warehousing, distributions and transportations
* Survey of clientele premises to ensure the quality of supplies of products as an additional job
* Planning and monitoring of the facilities of customers

***2009 – 2009 Supply Chain Coordinator, Ditra & Scitra Company, UAE***

* Reporting to Supply Chain Manager
* Inventory replenishment of soap and detergents
* Responsible for order booking and consignment execution in all Middle Eastern countries
* Preparation of Export documents
* And client meetings on a monthly basis or as and when required

***2005 – 2009 Assistant Manager Supply Chain****,* ***Ali Gohar &Company, Pakistan***

* Reporting to Supply Chain Manager
* Chair risk and opportunities reviews with the Leadership Team, as well as, prepare all of the material and maintain Inventory
* Work with agents to ensure that the risk and opportunities are fully understood and clearly identified
* Worked with multiple world re-known clients like L’Oreal Cosmetics, Alcon Eye Care, Baxter

Oncology, and Hemas Manufacturer.

* Additional regular responsibilities were comprised of Product requirement analysis, Forecast Analysis, Demand planning, ordering, fully aware of payment thru LCs/TT/CAD, Clearance procedure at the port (air, sea and road), Product replenishment to the regional offices, and feedback

***2002 – 2005 Assistant Manager Supply Chain, Pakistan Cables Limited, Pakistan***

* Report to the CEO
* Develop product family strategies in line with business requirements and objectives for new and sustaining programs
* Preparation of Export documents
* To find business opportunities in different countries especially in the Middle East and Africa
* And additional responsibilities to monitor sales outlets in the city to ensure the smooth flow of products and achieving sales targets

**EDUCATION**

* **2011 –**P.G.D. Post Graduate Diploma in Business Administration) from London, United Kingdom(EBMA)
* **2007 –** M.A. Economics & Finance, University of Karachi (Pakistan)
* **2005 –** B.A. Economics, Sociology & International Relations, University of Karachi (Pakistan)

**I.T. SKILLS:**

* **Microsoft Office** (Ms- PowerPoint, Ms- Excel, Ms-Word, & Ms-Access)
* **Operating System:** Windows 95, Windows 97, Windows 2005 & Windows Vista
* **Internet Software:** Netscape, Ms-Outlook, Outlook Express & Web page Outlook
* **SAP:** Can operate SAP and a quick learner to use any other software
* **Presentation Skills:** Deliver PowerPoint Presentation to the higher management and also to theinternational clients

**SKILLS / LANGUAGE**

* Strong Interpersonal Communications and negotiation with clients, suppliers, agents and regional offices. Others find me as endearing, charismatic and soft spoken person.
* Organizing skills – Punctual at work and meetings, Meeting Deadlines, Ability to multi-task working, Finish priority and necessary work in a basket of the same day, making a to-do list for the week, prioritizing tasks, can do attitude.
* Analytical and Problem Solving Abilities; used for the issues and problem and directives towards the right directions to get positive consequences.
* Ability to impact and positively influence colleagues, management, senior management , suppliers and other functions
* Possess financial acumen, an analytical mind and are autonomous
* Advertisement and Sales – In my career I have had played multiple project management on micro-level in which I got success like introducing and sales of new product in the market.
* And professional presentation skills- Presentation delivered to Japanese, Mauritian and Singapore Delegations in Pakistan Cables Limited
* **English:** Excellent in Reading, Writing and Listening
* **Urdu:** Excellent in Reading, Writing and Listening (Native Language)

**INTERESTS / SPARE TIME ACTIVITIES**

* Listening Music, Watch Movies , Enjoy Parties, Internet and Information Savvy
* Watch TV Programs like Fiction and Scientific, Travelling and Tourism, Photography