



SYED

CAREER OBJECTIVES

Administration, Sales, Business Management or Operations

ADMIN - SALES DOCUMENT CONTROLLER

PROFILE

Highly flexible and adoptable performer, adept at multi-tasking and thriving in a fast-paced environment.

KEY SKILLS

Excellent knowledge of Document Control, Administration, Market Research, Reports Analysis • Expert in data compiling and management system • Remarkable communication and interpersonal skills • Ability to use computer and internet. • Good time-management skills. • Knowledge of designing, scripting and formatting business reports • Multi-tasking and project management skill.

CAREER HISTORY

SBT JAPAN, Pakistan Senior Unit Admin Manager 2017 till to date

CORE RESPONSIBILITIES:

• Develop effective control and concept by examining and evaluation business reports about used car imports. • Analyze flow of reports about import of used cars in concern department. • Supervise the daily auction reports about used cars in Japan. Handled escalated client calls as needed. • Evaluate operational reports by assessing workflow, and practices. • Research and prepare a report on findings to improve report distribution network, practices and procedures followed in managing reports. • Analyze characteristics, frequency, distribution and flow of reports to design proper system. • Effectively communicate with agents, internal departments, clients, and management. • Conduct performance evaluations, reviews and coaching of staff. • Develop effective control and concepts by examining and evaluating business reports. • Prepared effective and relevant reports.

KEY ACHIEVEMENTS:

• Designed and implemented new headcount comparison report for Senior Managers, and successfully handed to the department. • Designed and implemented new business processes for updating and maintaining Plan View. • Established cooperative and harmonious work relations with various administrative and technical staff, divisions' employees, co -employees and other agency representatives.

UAE Visit Visa
International City, Dubai, UAE

Phone
+971 504753686

Email:
Syed@2freemail.com

Nationality Pakistan

Date of Birth 04th June 1988

Place of Birth Karachi

Marital Status Married

Languages English, Urdu,
Pashto, Arabic, Hindi

SKILLS

- Consulting
- Organizational Leader Ship
- Risk Management
- Business Planning

DAMAC PROPERTIES, Pakistan as Sales Manager From 2013 - 2017

CORE RESPONSIBILITIES:

Having a large experience of Karachi market and effectively worked in sale/purchase of Residential and Commercial areas. Managing the daily running of the property enterprises. Assist contract owners, outside broker/dealers, bank representatives, and third party marketers in the resolution of administrative issues. • Advise broker/dealers, bank representatives, and contract holders and their representatives, on contract provisions and related laws, regulatory requirements, and company procedures. • Review financial reports and modify, enhance or reformat for better performance.

British Call Center called E-ON as supervisor From 2012 - 2013 in Karachi Pakistan.

CORE RESPONSIBILITIES:

Managing the daily running of the call center. • Monitoring random calls to improve quality, minimize errors and track operative performance. Supervise and coordinate staff and unit activities. Assist contract owners, outside broker/dealers, bank representatives, and third party marketers in the resolution of administrative issues. Analyze and resolve complex problems and complaints encountered by call center associates. Approve disbursements within delegation of authority. Coaching, motivating and retaining staff and coordinating bonus, reward and incentive schemes.

Canadian Call Centre called Solo Mobility as CSR From 2010 - 2012 in Pakistan.

CORE RESPONSIBILITIES:

• Supervises the installation, repair and maintenance of telephones, electronic switching systems and other related equipment. • Consults with other company heads to meet their phone system requirements. • Assists in knowing and prioritizing general service goals. Give relevant training in the operation of telephone to employees. • Supervises phone services contractors. • Operates automated / computerized phone management as well as control system software in order to correct problems and impose changes on the systems. • Evaluate requirement for changes on the program and creates management reports.

Successfully Worked at Data Net as Reporting Analyst From 2008 - 2010 in Karachi, Pakistan.

CORE RESPONSIBILITIES:

• Analyze characteristics, frequency, distribution and flow of reports to design proper system • Review financial reports and modify, enhance or reformat for better performance • Identify areas of problems by speaking to people handling and drafting reports and recommend improvement • Review projects and propose suggestions for desired outputs • Monitor and modify the marketing development plans to increase sales volume • Ensure all reports are collected and compiled in time to draw suggestions or conclusions • Enhance report tools and applications by generating specifications for reports analysis.

ACADEMIC CREDENTIALS

B.Com	Karachi University in 2010.
Intermediate	(Science) from Board of Intermediate Education, Karachi in 2007.
IELTS	From AEO Scoring 5.5 Bands.
DIPLOMA	In English language.