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| F:\Desktop 2\IMG-20150312-WA0003.jpgKaleem Ahsan | | |
| |  | | --- | |  | | **Mobile: +92-3360013454** | | **E-mail:** [**janjuakaleem@gmail.com**](mailto:janjuakaleem@gmail.com)  **Availability: Immediate**  **Skype: live:janjuakaleem**  **Experience: 7 Years** | |  | | | |
| Objective To gain a position of responsibility within a dynamic organization where the opportunity for growth and development go hand in hand. A position that utilizes and further develops the knowledge and experience I have acquired during my studies and in particular while working. | | |
| Professional Experience | http://www.oesgroup.com/wp-content/uploads/2014/08/OESlogoBlueSlide.pngAssistant Manager Sales October2016-Present  *Brightspyre- Cogilent Solutions*   * Managing Sales Activities by executing and supporting the operational aspects of business booked (e.g., generating proposal, writing contract, customer correspondence). * Building up and strengthening relationships with existing and new customers to enable future bookings by participating in sales activities. * Monitoring of existing business with inputs into sales strategies, meetings to maximize business and pursues leads which will develop business. * Maintaining valid call objectives and relevant action plans for each key account/Key prospect and ensuring all follow ups are done in timely manner. * Monitoring revenue and unit totals weekly to ensure team members are achieving or exceeding team goals * Selling of web and software services of Cogilent solutions along with BrightSpyre recruitment services. * Documentation, pre-qualification and bidding on tenders like on www.ungm.org * Timely recovery of the payments through regular follows to clients * Annual and semiannual contract renewals * Reviewing of invoices, payments and end to end solution for job posting on portal made by the client   http://www.oesgroup.com/wp-content/uploads/2014/08/OESlogoBlueSlide.pngBusiness Development Executive  *OES Oilfield Services Group- Dubai-UAE* Jan2015-Feb2016     * Company Registration in different organizations * Pursuing for approvals where required DAC, ADNOC group * Tenders requirements and submission * Work on RFP’s and RFQ’s * Act as a single point of contact to provide end to end services to the client * Ensure commercial knowledge to enable closure of contracts * Resolve issues regarding invoices, well planning and service quality * Work with management team to identify and evaluate market, new target clients * Work with management team to develop and implement strategic sales plan * Identify and evaluate specific new profitable business opportunities * Achieve own sales target and lead team to achieve team target and/or overall company target * Initiate and complete proposals and presentation for new business opportunities * Work with internal teams to deliver outstanding presentation to capture profitable business opportunity * To maintain an excellent client relationship with existing and potential client   Sales Executive Oct2013-Jan2015  *Emirates Safety Services -Dubai- UAE*   * Responsible for exploring new business opportunities in Oil & Gas, Energy, Construction and marine and engineering sectors * Acting as relationship manager for my clients by bringing new business, negotiating with procurement to get the best rates and ensure profitability, ensuring my clients get what they are promised and getting the invoices cleared from their finance * Maintaining database of existing as well prospect clients to increase my portfolio * Acting as a sales coordinator and consolidating weekly sales from all team members and then presenting to my Sales Manager * Weekly & Monthly Sales Report submitting to Sales Manager * Selling of lifting equipments, fire and safety equipments and inspection and load testing services   **Sales and Marketing Officer Jan2012-Sept2013**  **Hattar Hygiene Products (Pvt) Ltd- Pakistan**   * Developing ATL & BTL activities and managing Primary & Secondary sales of Company. * Accomplishing marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs * Developing field sales action plans and conduct trainings for sales team * Maintaining accurate records of all pricings, sales, and activity reports submitted by Sales team * Identifying marketing opportunities by recognizing consumer requirements and alter the product accordingly * Sustains rapport with sales teams by making periodic visits; exploring specific need * Presenting the monthly sales / marketing activities to CEO after collecting, analyzing, and summarizing sales data and trends |  |
| Education & Qualifications | *Mohammad Ali Jinnah University* Masters in Business Administration (MBA) *2009 - 2010* *COMSATS University of Science & Technology* Bachelors of Business Administration *2004 – 2008* | |
| Technical Skills | MS Office (Word, Excel, PowerPoint) | |
| References will be furnished upon request | | |