



## MOHSIN AZIZ

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### Objective:

To work in a vibrant, dynamic, professional and challenging working environment, where I can utilize my talent, skill and knowledge in a most efficient organization offering to learn and contribute to its profitability.

### Experience:

**Clean Swift Co LLC Dubai** Since (04<sup>th</sup> April 2012 till 14<sup>th</sup> April 2018)

#### Position: (Sales & Marketing/Purchasing)

Clean Swift Co LLC is a commercial laundry service provide for all stars of hotels and to Restaurants Chain.

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition.

#### Job Responsibilities:

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Supporting the field sales team.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Organizing sales promotional campaigns.

- Contacting potential customers to arrange appointments.
- Speaking with customers using clear and professional language.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail and in writing.
- Accurately analyzing and assessing statistical data.

☐ Perform research activities to determine a list of possible vendors.

- Contact each vendor and take information regarding price, availability and quality of problems.
- Arrange meetings with vendors and confer with them in order to provide them with requirements.
- Confer with Operations manager to determine purchasing needs.
- Make purchase orders and have them signed from authoritative.
- Assist in preparation of bidding documents and ensure that other documentation is in order.
- Initiate contact with vendors to check availability of needed documents.
- Ensure that the right amount of materials are delivered to the operations pallet at the right time.
- Check shipments to ensure quality and quantity of purchased items.
- Monitor all purchase requisitions and handle adjustments with vendors.
- Process proof of delivery requests.
- Handle limited inventory management activities.

☐ Liaison with the accounting department to reconcile invoices and purchase orders.

- Study and evaluate formal bids and make recommendations for awarding contracts.
- Research pricing information and compare prices and quotations.

## **AAJ TELEVISION NETWORK**

Worked in **AAJ Television Network** since 10<sup>th</sup> June 2006 to 15<sup>th</sup> November 2011 as **News Archive Assistant**

### **Assignments & Duties Includes:**

Manage Digital Archive footage on server for Archive.

Manage all footage or Record on DVD DV Cam 184, 124, 64 or Mini DVS or write all Description of data on database.

Co Ordinate with program Director & Desk in-charge out station news reporter or out station Archive staff.

Manage all program record with receiving data Cast / Guest / producer or other segment detail.

Record daily Reuters or APTN Monitoring feed data on DVD or write detail description of data on database for searching or record.

Manage out station feed on DVs or write detail footage description on database for record.

Manage daily news Bulletin record on DVD or write detail description on database.

### **Job Description:**

- Data Entry of daily News and Program Details in Tapes stock.
- Maintain Outstanding of Tapes Inventory.
- Acquire blank tapes from store or issue to producer / reporter/cameraman or news team when they required.
- Create two copies (placed at different location) of master record or Preserved Them on Different location as backup.
- Maintain and update the record of news, stock shots, and feature program.
- Provide all types of data required by producer / reporter / or other news staff for Packages or Documentary for telecast purpose.
- Any other assignment given by CEO / COO
- Provide service assistance to various current affair or feature program on daily Basis.

- Tele stream International feeds APTN or Reuters to Islamabad or Lahore Bureau with approval
- Scan all internal department documents for meta data and for digital record
- Maintain Stock and store reports

### **ROHI TELEVISION NETWORK**

#### **As a Non Linear Editor 2007**

- Edit News and News Packages
- Editing of Documentaries

Make Backups of News and Programs on Daily Basis

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#### **Education:**

Matriculation in Science  
FA (Intermediate)  
B.A from Karachi University. (Privately in progress)

#### **Certificates**

Certificate in English Language from Domino Institute  
Certificate in Digital Media from Computer Collegiate  
Certificate in Computer Hardware from ROSHI Institute

#### **Computer Skills**

MS Office  
English Typing (50 WPM)  
Inpage  
Adobe Photoshop  
Adobe Premier  
Final Cut Pro  
Sketching and Drawing of Logos

#### **Interests:**

- Attending IT Seminars and Conferences.
- Photography and Edit Photos.
- Attending various Exhibitions and Seminars on Technology.
- Cooking various cuisines Specially (Pakistani, Chinese & Thai Food).  
Interior Decoration.

#### **Personal Data:**

**Father's Name:** SALAH UDDIN QAISER  
**D.O.B:** 17-07-1986  
**NIC No.** 42101-0100163-5  
**UAE Driving License No.** 2052952

#### **Reference:**

Reference will be provided, on demand..