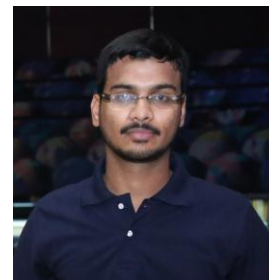


Sohail Ahmed

- ◆ House # 5/1468 ,Shah Faisal Colony Block : 5,Karachi, Pakistan
- ◆ Cell: 0092-300-0203206
- ◆ CNIC: 42201-1555039-9
- ◆ Email: Sohailcu@gmail.com;



Area of interest

Sales ~ Marketing ~ Admin ~ HR

Objective

A well presented individual who is able to lead teams from the front and by example, and who has an ambition to be a great example of the future. Personable who is fully aware of all aspects of management, One who is fully aware of the important of maximizing the potential of any business through effective team working, currently looking for a suitable Assistant position with an exciting company that not only offer superb career prospects but also provides a competitive salary and a full package of benefits; which will flourish my career and open roads to opportunities

Professional Experience

1. **Mehran Spice & Food Industries**

Senior Executive Human Resources

Dec 2019- till to date

Responsibilities at 'Mehran (Human Resources Department)'

- To prepare Attendance & Pay Roll and forward it to finance department.
- To compile, reconcile and evaluate incentives of sales team with support from Secondary sales Software "SAMs" and execute.
- To coordinate with sales team in aggregating their medical and health insurance data & process their claims accordingly, "Life Insurance & Health Insurance"
- To assist seniors (Marketing & Other Departments of MSFI) in planning Itinerary and make hotel bookings.
- To Co-ordinate with sales team in arranging their gadgets and vehicles as per entitlements, also supporting them in vehicle maintenance and other gadget issues.
- To complete On Boarding process "from ERF till Joining" (Add Posting, Screening, Shortlisting, interview schedule, and finalize.

Sales & Marketing Coordinator (HR Operation Marketing & Sales)

Jan 2014- till Dec 2019

Responsibilities at 'Mehran (Marketing & Sales Department)'

- Maintained daily basis Attendance of all Field staff (Mangers & Bookers Supervisor & BAs) Approx 500+staff.
- Make All Field Staff Salaries (Mangers & Bookers Supervisor & BAs) Approx 500+staff.
- Maintained Daily Exec Sales of Sales Team & BA's.
- New appointment updated of data base.
- Making appointment and terminations
- Making LMT's Store agreements.
- Bookings hotels & traveling nationwide of MGMs, & Team
- Make Incentives of Sales Team & BA's
- Billings all Media Agencies & Hotel & Travels.
- Check Tracking's of Media TVC
- All H.R Related Matters.
- Coordination between Sales & Marketing Department & H.R & finance & Admin.
- Final Settlements of Sales Teams members.
- Dispatching couriers (Trade offer, Gifting, each & everything sales and marketing departments).

- SIM issues & Blocking & all related matter of Selected Communication Company for sales team.
- MSR update Primary & Secondary sales and share with management.
- Maintained all company gadget details of company (Vehicle, Laptop, Mobile, Fuel Card etc.)
- Maintained compile data base of all field staff.
- Maintained yearly increment working of sales team and share with management.

2. **Mehran Spice & Food Industries**

Sales Analyst

Sep 5th 2011- till Dec, 2013

Responsibilities at 'Mehran'

- Manage the Projection Plan, MTD, End Stock Report, Zonal Sales & Tour Plan report collect every Zone & submit to NS&MM or CSM-Pakistan
- Track the all Sales Team Persons by Tracking Software provided by Mobilink.
- Analyze Market feedback and prepare feedback report and forward to top management.
- Provide Assistance for hiring/firing of sales staff to Human Resource Manager.
- Prepare all sales report and forecasting.
- Responsible for outlets data collection from Distributors of all Zones throughout Pakistan.
- Analyze Monthly sales data that covers all Regions, Areas, Zones, Sub Zones, Sections and their Outlets in the system.
- Analyzes sales variation with respected to Products, Distributors and Locations.
- Responsible to resolve data entry issues at outlets.
- Updating the outlets Data and DSFs Rosters on Monthly basis.
- Responsible to monitor the Online Sales Reporting System as an Administrator and create the user accounts, also assigned the user role, visits the site and give them Trainings.
- Verify DSFs online product availability and updates on daily basis.
- Responsible to update and analyze the sales data into Online Sales Reporting System.

3. **Gulahmed Textile Mills (Pvt) Ltd.**

Ideas by Gulahmed as an Inventory Incharge & Cashier

December, 8th 2009

Responsibilities at 'Gulahmed'

- Prepare Bank Deposit, Cash closing, and Billing.
- File and retrieve corporate documents, records, and reports.
- Daily Sale Maintain & Send to Management throw Mail & SMS.
- Weekly & Monthly Basis Stock Inventory.
- Maintain the all inventories record of Department wise.
- Physically stock checking & Maintain stock report weekly
- Daily Maintained Attendance or Stuff and send to H.R Depart.

4. **Qazi Ayaz-uddin Advocate :**

As a Data Entry Operator

October, 1st 2009

- File and retrieve corporate documents, records, and reports
- Type Letter & Memo's.

Qualification

- Bachelor of Commerce.
- Inter in Commerce.
- Metric in Science.

Professional Qualification

- 07-Month Complete Course of Microsoft Office from "COMPUTOMAN" Institution.
- Fully Command on Office Automation (Ms Office, XP, Windows)
- Hifz-ul-Quran form Darul-ulom-Manzar-e-Islam with certification.

Computer Literacy

- Familiarized with all current software packages for e.g. Win 9x, XP 2011 & Windows-7. Fully command on Office automation and can easily operate other software, details of which are as under.
 - Ms, Window 95, 98, XP & Windows-7
 - Windows updating
 - Software Installation
 - Troubleshooting
 - ERM & Sales & Distribution Secondary Sales Software
-

Personal Data

Date of Birth: 7th August 1991

Marital status: Married

Religion: Islam