

# **Adil Munir – Senior Logistic Manager & Heavy Equipment's (14 Yr)**

Logistics & Transportation	Sales marketing	Coordinating	Management
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**Iqama Status:** Marketing Specialist (Valid/Transferable)

**Nationality:** Pakistani

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**DOB:** 15<sup>th</sup> Sep - 1986



## **Objective**

A hardworking and highly Disciplined person, possessing strong inter personnel skills, also an adaptable and dedicated team member, capable of working under pressure and to strict deadlines, and able to work using own initiative.

### **Senior Logistics**

#### **Expertise**

- Logistic & Transportation
- Customer Services
- Exceptional Client
- Project Management
- Strong Analytical
- MRP
- Equipment Knowledge
- Department of Defense
- Rental Operations Safety & Compliance
- Operations Information
- Management System
- Data Analysis

### **Sales & Marketing**

#### **Expertise**

- Products Knowledge
- CRM
- Preparing Report
- Market research
- Microsoft Offices
- POS System

#### **Experience Detail**

##### **01 – Talal Otham Saleh Al Hamdan Ltd (Ashwheelz) - Al Khobar (KSA)**

**Role:** **Senior Logistic Manager & Heavy Equipment Rental**

**Duration:** May 2023 – July 2025 (2 Years)



#### **Job Description:**

- Act as the main point of contact for clients regarding rental inquiries, quotations, contracts, and after-sales support.
  - Coordinate with the sales team to develop and execute strategies for increasing equipment rental revenue.
  - Ensure compliance with company policies, HSE standards, and contractual obligations during mobilization and demobilization of equipment.
  - Monitor inventory of heavy equipment and ensure timely availability for clients' projects.
  - Mentor and support junior coordinators in handling sales and logistics tasks.
  - Maintain strong client relationships, addressing concerns promptly to enhance satisfaction and retention. Track rental agreements, extensions, and terminations, ensuring timely billing and collection support.
  - Coordinate transportation logistics for heavy equipment and vehicles (Third Party)
  - Train and support employees with journey management practices and safety procedures.
  - Maintain accurate records of journeys, fuel consumption, and delivery schedules
  - Assist in planning and scheduling vehicle maintenance and repairs.
  - Plan, organize, and oversee the transportation and logistics of equipment to and from client sites.
  - Investigate incidents and accidents to determine causes and implement corrective actions.
  - Communicate effectively with various departments to facilitate smooth journey management operations.
  - Develop and maintain emergency response plans for transportation-related incidents.
  - Prepare regular reports on sales activities, equipment utilization, and logistics performance for management.
- Stay updated on the latest industry trends and best practices in journey management and transportation safety.

##### **02 – IGI General Insurance Ltd (Pakistan)**

**Role:** **Senior Marketing Manager**

**Duration:** Jan 2021 – May 2023

#### **Job Description:**

- Introduce their clients to all available insurance policy options and clearly explain them
- Developed and implemented sales strategies to meet and exceed monthly and quarterly sales targets
- Promote and sell a variety of insurance products.



<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Customer strategy</li> <li>• Sales experience</li> <li>• Market research</li> <li>• SAP Systems</li> <li>• CRM</li> <li>• Communication</li> <li>• Problem-solving</li> <li>• Customer Service</li> <li>• Financial Analysis</li> <li>• Daily Feedback</li> <li>• Operations Information</li> <li>• Leadership</li> <li>• Market Analyze</li> <li>• Daily Feedback</li> <li>• Teamwork</li> <li>• Marketing Strategy</li> <li>• Inventory Management</li> <li>• Self-motivated</li> <li>• Developing Policies</li> <li>• Coordinating</li> <li>• Self-motivated</li> <li>• Account Management</li> </ul>	<ul style="list-style-type: none"> <li>■ Interview prospective clients, Process all insurance policy requests.</li> <li>■ Meeting Targets set by the Company, following ethical Standards while performing job duties.</li> <li>■ Negotiate terms and conditions of sales agreements.</li> <li>■ Participate in sales meetings and training sessions to enhance selling skills and product knowledge.</li> <li>■ Meeting with clients, Resolving Clients Issues, giving good advice to clients and selling them products according to their needs</li> <li>■ Dealt with customers daily.</li> <li>■ Worked closely with employees and management.</li> <li>■ Generated new leads and actively followed up on referrals.</li> <li>■ Sought out new clients and develop clientele by networking to find new customers and generate a list of prospective clients.</li> </ul>
<b><u>03 KIA Motor Sport City Ltd - (Pakistan)</u></b>	<b><u>Role: Corporate Sale In-charge (Sales &amp; Marketing)</u></b>
<b><u>Duration:</u></b>	<b><u>March 2020 – Dec 2021</u></b>
<b><u>Job Description:</u></b>	
<ul style="list-style-type: none"> <li>■ Greet customers warmly and ascertain their needs and preferences.</li> <li>■ Provide detailed information on vehicle features, specifications, and pricing.</li> <li>■ Conduct test drives and demonstrate vehicle capabilities.</li> <li>■ Develop and implement strategic sales plans to accommodate corporate sales goals for KIA vehicles and services.</li> <li>■ Guide customers through the entire sales process, from initial inquiry to final purchase.</li> <li>■ Lead team of corporate sales representatives to ensure effective sales strategies and customer engagement.</li> <li>■ Prepare and present sales contracts, financing options, and other related documentation.</li> <li>■ Meet or exceed monthly and quarterly sales targets set by the National Sales Manager.</li> <li>■ Participate in sales meetings and training sessions to enhance selling skills and product knowledge.</li> <li>■ Monitor and analyze market trends and competitor offerings.</li> <li>■ Provide feedback to the Sales Manager on customer preferences, market trends, and competitive landscape.</li> <li>■ Maintain accurate records of all sales activities, customer interactions, and inventory.</li> <li>■ Strong relationships with corporate clients &amp; Banks identifying their needs and providing tailored solutions.</li> <li>■ Analyze market trends and competitor activities, adjust sales strategies and maximize corporate sales opportunities.</li> <li>■ Collaborate with marketing and product teams to devise effective promotional campaigns and enhance the visibility of KIA Motors' products in the corporate sector.</li> <li>■ Helping customers become familiar with the cars they're interested in by offering test drives and explaining technical details and specific legal or financial requirements.</li> <li>■ Persuading customers to buy a vehicle in a way that leaves them feeling good about their choice.</li> <li>■ Data analysis, Preparing reports, Cash handling, Time management and prioritization.</li> <li>■ Making sure the cars on display are in good order and well cared for etc.</li> <li>■ Oversaw CRM &amp; SAP updates and backups, report generation and troubleshooting requisition.</li> <li>■ Seeking new clients and making a combined effort with the sales team.</li> </ul>	

- Time Management
- Coaching
- Team Management
- Detail-Oriented
- Data Analysis
- Relationship Building
- Market & Competitor Analysis
- Client Relationship Building
- Sales Forecasting
- Negotiation & Closing Deals
- Target Achievement
- Critical Thinking
- Be a positive & strong leader
- Team Leading
- Organization
- Client Retention
- Attention to details
- Feedback
- Excellent Presentation

#### **04 – Honda Gujranwala (PVT) Ltd - (Pakistan)**

**Role:** Assistant Sale Manager (Sales & Marketing)



**Duration:** Since 2010 – March 2020 (10 Years)

#### **Job Description:**

- Greeting customers warmly and ascertain their needs and preferences.
- Provide detailed information on vehicle features, specifications, and pricing.
- Stock Taking, Customer Dealing, managed and updated DTR, including reports.
- Conduct test drives and demonstrate vehicle capabilities.
- Oversaw CRM & SAP updates and backups, report generation and troubleshooting requisition.
- Guide customers through the entire sales process, from initial inquiry to final purchase.
- Prepare and present sales contracts, financing options, and other related documentation.
- Negotiate terms and conditions of sales agreements.
- Stay up to date with the latest information on vehicle models, features, pricing, and industry trends.
- Educate customers on the benefits and features of different vehicles to assist them in making informed purchasing decisions.
- Provide exceptional customer service by addressing inquiries, resolving issues, and following up post-sale to ensure customer satisfaction.
- Develop and maintain positive relationships with customers to encourage repeat business and referrals.
- Meet or exceed monthly and quarterly sales targets set by the National Sales Manager.
- Participate in sales meetings and training sessions to enhance selling skills and product knowledge
- Monitor and analyze market trends and competitor offerings.
  
- Meeting and greeting customers who enter the sales lot or dealership in a welcoming and helpful way.
- Answering general and detailed questions about vehicles and the financial aspects of buying them.
- Helping customers sort out and process their financing and purchase options based on their specific situation.
- Helping customers become familiar with the cars they're interested in by offering test drives and explaining technical details and specific legal or financial requirements.
- Persuading customers to buy a vehicle in a way that leaves them feeling good about their choice.
- Prepare regular sales reports and updates for the Branch Manager.
- Making sure the cars on display are in good order and well cared for.
- Helping customers become familiar with the cars they're interested in by offering test drives and explaining technical details and specific legal or financial requirements.
- preferences, market trends, and competitive landscape. • Maintain accurate records of all sales activities, customer interactions, and inventory.
- Making sure the cars on display are in good order and well cared for etc.
- Time management and prioritization.
- Provide feedback to the Sales Manager on customer
- Assist with showroom displays and promotional events.
- Ensuring company policies are followed etc.

- Teamwork
- Quick Learner
- Leadership

### Languages

- English
- Urdu
- Arabic (little bit)

### Professional Skills

- Strong Leadership
- Communication
- Technical Reports
- Flexibility
- Teamwork
- Problem-Solving
- Excellent Presentation
- Creativity
- Responsibility

### Hobbies

- Travelling
- Reading
- Shopping
- Gym Fitness
- Cricket
- Hiking
- Writing
- Badminton
- Community Involvement
- Freelancing

### Education

#### **Bachelor of Commerce (B. Com) 2010**

Banking & Finance

The University of Punjab, Pakistan

#### **Intermediate of Commerce (I.com) (2008)**

Business & commerce

Board of Intermediate & Secondary Education, Gujranwala, (BISE) Pakistan.

#### **Secondary School Education (2005)**

Comprehensive High School, (Board, BISE) Pakistan.



### Training & Certifications

#### **Sales & Marketing Professional - Training**

Honda Atlas Cars Pakistan Limited. (HACPL) – **Pakistan**.

#### **Computer Basic Course.**

BY-using through academy

#### **SAP Software**

BY-using in office System Training

#### **Microcontroller Application Using**

BY-using in office System Training

#### **Defensive Driving, Load Securement, CPR (Cardiopulmonary Resuscitation)**

#### **AED (Automated External Defibrillator) Fire Fighting, & First Aid.**



### Achievements

#### **Thailand Trip**

Got target base incentive trip of “Thailand” with Cash Price in May 2014



#### **Malaysia Trip**

Got target base incentive trip of “Malaysia” with Cash Price in April 2016



#### **Thailand Trip**

Got target base incentive trip of “Thailand” with Cash Price in July 2017.



#### **Highest Sales Award, Singapore & Thailand Trip**

Target base trip of “Singapore”, “Thailand”, and Highest sales award of Honda City, June 2018.



#### **Dubai Trip.**

Got target base incentive trip of “Dubai” in Nov 2019.



#### **IGI Trip**

complete yearly targets.



### Reference

#### Will be provided on your demand.

*In view of the above, it is requested that you please consider me with great kindness & affection, I assure you to work for the entire satisfaction of my superiors.*