

Shah Fahad

Address: House # 127, Area A, Umar Marvi Goth, Quaidabad, Malir Karachi

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Summary

Skilled bidder with 7 years of experience working with various departments to determine suitable bids for projects. Adept at prioritizing jobs for short and long-term profitability. Experience with both public sector projects. Possess negotiation skills and the ability to develop effective bid strategies. Proficient in overseeing proposal management activities and ensuring timely completion of customer deliverables. Additionally, experienced in business consulting for customers in the financial sector, preparing product offers and proposals, and presenting business solutions to clients.

Skills

- Microsoft Word, Excel, PPT
- Data Entry (30WPM)
- Adobe Acrobat
- QuickBooks Accounting Soft.
- Busy Accounting Soft.
- Browsing / Researching
- HTML5
- CSS

Work History:

Sales Team Associate – 08/2017 to Present

Habibullah Associates Pvt. Ltd., Karachi

- Get bid documents from clients by visiting their website/portals or by email.
- Review requirements and get quotes from qualified vendors.
- Vendor researching.
- Get quotes/information from vendor.
- Revision of quotes and client's requirements.
- Select best quote.
- Preparation of pricing sheets, proposals and required documents.
- Submission of the proposals via online portals or email.

Computer Operator– 03/2016 to 07/2017

JS Global Pvt. Ltd., Karachi

- Get data from Bookers.
- Prepare delivery orders using Busy Accounting Software.
- Get returns, check stock and maintain the record.
- Prepare Daily Sales Summary.

Sales Executive—09/2014 to 03/2016

HS&E Industrial Distributors., Karachi

- Visit clients and present the samples of products.
- Review their requirements and suggest the best products.
- Maintain relationship with clients.
- Get purchase orders.
- Prepare invoices, delivery letters (maintain the files).
- Maintain record in Quickbooks accounting software.
- Maintain stock.

Education:

Intermediate in Commerce:

ARG Razzaqabad Degree College, Karachi - 2017

Matriculation in Science:

Federal English Govt. Boys Secondary School, Karachi - 2014