**sidra munawar**

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**Objective:**

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills

**Profile Highlights:**

* Over 14 years of progressive experience in Telecommunications sector in corporate sales planning and operations.
* Executive MBA in Human Resource Management for Pak-Aims
* Excellent Interpersonal and Relationship building skills
* Relationship development expertise that complements the ability to aggressively build solid client base and drive revenue growth
* Ability to work independently, excellent problem solver, and superior negotiation skills
* Technically proficient in MS Office Word (Excel, Access, Microsoft Project, PowerPoint, Outlook)

**Professional Experience**

**Mobilink GSM Aug 2011 to Present**

***Largest Telecommunication services provider in Pakistan***

**Corporate Sales planning, operations executive and Contract Management.**

* Perform end to end legal contracts management with corporate customers of various industries includes drafting, red line review, negotiations & sign offs.
* Liaison with relevant stakeholders from Legal, Finance & Technical teams for the smooth and timely review, drafting and negotiation of Fixed Data, Conventional GSM &IoT Products’ contracts, MoUs, LOIs, LOAs, Guarantees, Bonds Addenda, Amendments etc. from legal, finance & commercial perspective.
* Identification of legal risks at pre-bidding, bidding and contract stages.
* Restructure/streamline the contract terms through implementation of relevant Standard Operating Procedures (SOPs).
* In-time renewals to ensure maximum revenue security for next term of the Agreement.
* Contract Clientage: Coca Cola Beverages, Pepsi Co, Pfizer Pharmaceutical, Abbott Pharma, Wilsons Pharma, Novartis Pharma, Glaxo Smith Pharma, Standard Chartered Bank, Citi Bank, UNWFP, UHCR, UNICEF etc.
* Responsible for ensuring smooth delivery of Sales in light of current Workflows/SOPS and make relevant changes as per requirement and Liaison between GRA and Sale team regarding PTA documentation and instruction (Call Center Whitelisting, EVPN Configuration & VPN)
* Responsible for Monitoring and Reporting of Corporate Order Fulfillment/Support Cycle Performance to the management.
* Ensure smooth working of all the operational systems in order to provide relevant access and information to the stakeholders.
* Follow-up with operational teams to materialize their daily targets.
* Weekly reporting to Manager. Reports are ( “Corporate Order Fulfillment “COF weekly Report & Presentation” ,Monthly Forecasting Fixed Sales Report , ” Pending CRM Tickets, Corporate Collection , Funnel , Daily Sales, Legal Agreements , Tax Collection , Corporate Termination / Upgrade / Downgrade and Data Migration Reports)

### Accomplishments

Consistently evaluated as “**Exceed Expectations**” in Annual appraisals by Mobilink HR

**Mobilink GSM(LinkDotNet) Jan 2008 to Aug 2011**

***Largest Telecommunication services provider in Pakistan***

**Technical Support Executive**

* Responsible for Hardware setting (Aztech , Zyxel , D-Link , TP Links etc.)
* Responsible for DVR Settings, Remote access of system settings and PC trouble shooting.
* Responsible for Technical configuration of DSL customers.

**Paragon Studios Feb 2005 to Dec 2007**

**Search Engine optimization officer**

* Managed all projects and Administration related queries
* Provided solutions to Employees Regarding Projects
* Was responsible for monitoring Employee’s performance and all issues related to emails, analytical reports regarding performance at the end of each month and provide suggestions for improvement

**Education and Credentials**

**MBA - HR** (Executive)

Pak- Aims (The Institute of management Science) 2010-2013

**BCS** (Bachelor of Computer Science)

Premier College Lahore (3.15) 2001 – 2004

**F.A**

Govt. Samanabad College for Women Lahore 1999 – 2001

**Matriculation**

Gov. girls high school lahore

### Accomplishments

* Generated more than $ 5(M) in revenue within a 4-month period.

**MS Excel Intermediate**

**Communication Skills**

**Project Management Program Tanning**

**Microsoft Office Project Tanning**

**Additional**

* Interests include Travelling, Reading, Cricket, HR and change management
* Consistently participated as a “Torch bearer” for Mobilink Foundation