

Nabeegh Mumtaz

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Professional Summary

Accomplished and creative Executive Manager possessing multifaceted experience and proven ability to re-energize and restructure organizations , develop strategic initiatives and capture emerging business opportunities. Results-oriented , decisive leader adept at forging lucrative relationships with key partners, vendors and clients. Recognized for turning around struggling company operations to achieve sustained growth.

Work History

- **Detailing Crew - Pakistan**
(Operation Manager – From March 2019 to September 2020)
- **Picasso Pride Technical Services – LLC DUBAI**
(Marketing Executive – From January 2018 to January 2019)
- **Qarshi Industrial - Pakistan**
(Human Recourse Manager/TeleSales Executive– From July 2016 to December 2017)
- **Nestle Pure - Pakistan**
(Area Sales Manager – From January 2013 to June 2016)

Responsibilities/Accomplishments:

- Assisted with marketing strategy and advertising initiative to better promote facility to public.
- Trained, Coached and mentored staff to support smooth adoption of new program.
- Reduced financial inconsistencies while assessing and verifying billing invoices and expense reports.
- Identifying new Customers.
- Supporting sales and lead generation efforts.
- Creating promotions with advertising managers.
- Increasing business opportunities through various routes to market.
- Servicing the need of existing Customers.

- Improved operational efficiency by recruiting and developing top talent to drive growth initiative.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.

Skills

- Effective leader
- Coaching and mentoring
- Inventory management
- Relationship building
- Client account management
- Supervision
- Team management
- MS Office
- Scheduling

Additional Information

Martial status : Married
 Nationality : Pakistani
 Language Known : Urdu , Hindi ,English, Persian,
 Punjabi Driving License : International Driving License
 Visa Type : Own Visa

Education

Bachelor of Commerce, 2010 to 2012

Punjab Group Of Colleges - Lahore Pakistan