



Ghulam Raza

Sales Manager

Address: Al-Merabia Street, AL-Qouz, Near new Grand City Mall Dubai-U.A.E

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(On Visit Visa)

Profile:

Seeking a position as Sales Manager where extensive experience will further be developed and utilized. An independent and self-motivated professional with excellent research and communication skills, enthusiastic to learn new things.

Skills:

- Highly trustworthy, discreet and ethical.
- MS Word, Excel, and Microsoft Office.
- Self-directed and able to work without supervision.
- Comfortable in both a leadership and team player role, managing team members.
- Leads assistant meetings and supervising when needed.
- Drafting and analyzing of financial statements.
- Studied Management Organization, International Trade, Business Research Financial Statement Analysis, Investment Portfolio and Long Term Investment Decisions, Banking Operations.
- Research skills (Alternate power Generation Feasibility).
- Cash management and recording of entries, preparing draft financials from raw data.
- Analytical and soft skills (Strong communication & presentation skills).

Qualification:

Feb, 2014 - Aug 2016 **Masters in Banking and Finance** (University of Management & Technology)

Sep, 2011- Jun, 2013 **Bachelors of Arts** (University of Punjab, Lahore)

Sep, 2008 **Intermediate in Computer Science** (Lahore Board)

Sep, 2006 **Matric** (Gujranwala Board)

Experience

Med-Orchard Pharmaceutical Lahore (01-Aug 2016 – 31-Jun-2019)

Job title: Assistant Regional Manager

- Assisting Regional sales manager in daily operations.
- Developing sale strategies and setting targets.
- Managing company's portfolios (Documentation, Accounts, Audits).
- Monitoring team Performance's and motivating them to achieve targets.

- Creating, updating and maintaining records and databases.
- Keeping a keen eye on the implementation of policies and procedures.
- Scheduling company calendar and updating as needed.
- Identifying the potential customers.
- Maintaining employees' records.
- Increasing business opportunities through various routes to market.
- Preparing reports on expenses, budgets and other expenditures.
- Compiling and analyzing sales figures.
- Preparing corresponding, documentation, or presentation materials.
- Making of weekly/fortnightly/monthly/quarterly presentations for Manager's and BOD's meetings.

Star Laboratories Lahore. (01-Mar 2015 – 30-Apr 2016)

Job title: Area Sales Manager

- Supervising and organizing sales team.
- Developing business plans and meeting planned goals.
- Coordination with the sales department.
- Analysis of sales team turnover weekly, monthly and annually.
- Training the sales team.
- Promoting the company products directly to customers.
- Making direct/indirect cost analysis.
- Identification of ideal customers and way of product presentation.
- Contacting the potential clients to establish rapport and arranging meetings.
- Increasing the value of current customer and attracting the new ones.
- Pro active market analysis.

(Note: Excel, Word, Inpage are the most useful software's)

Care International UK

Job title: Survey Officer (01-December 2014 – 30 march 2015)

- Worked as survey officer to observe and evaluate the overall impact of interest free micro loans on the life of beneficiaries.
- Worked with English officials in Lahore area.
- Direct Formal Reporting to care international UK.

Interests

- Secondary Research.
- Surfing Internet.
- Swimming.

Reference

It will be provided on demand.