

Hayat Khan

Email: hayyatchd@gmail.com

Mob: +971-55 761 9186

Notice Period: Immediately

UAE Driving License



OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people. Willing to work as a key player in challenging and creative environment, a position in which my technical abilities, education and past work experience will be utilized to best benefit the organization. My main professional goal is to grow, serving the company with loyalty and ability, regardless of the degree of difficulty, since I am a professional who likes challenges.

EDUCATION

- Bachelor Degree of Arts from University of Peshawar in 2011, Pakistan

INTERPERSONAL SKILLS

- **Sales & Client Management:** Sales target planning, vehicles sales route optimization, FMCG (F&B) Modern Trade channels and Traditional sales, key account management, client relationship management, competitor analysis, and credit & collection management.
- **Administration & HR Compliance:** Office administration, PRO services, employee recruitment, grievance handling, Petty cash, and legal documentation.
- **Operations, Procurement & Logistics:** Workforce deployment, transportation & fleet management, site inspections, labor camp administration, accommodation supervision, and workplace safety compliance. Procurement & Strategic Sourcing, Purchase Order & Vendor Management, Local & International Supply Chain Knowledge, Contract Negotiation & Supplier Evaluation.
- **Team Leadership & Conflict Resolution:** Staff supervision, team motivation, training & development, dispute resolution, and employee welfare management.
- **Collection:** Debt Collection & Payment Follow-ups, Aging Report Monitoring, Customer Negotiation & Relationship Management

GULF & SAFA DAIRIES LLC - AUH

Designation: **Area Sales Supervisor & Collection Executive (FMCG F&B–Modern Trade/Traditional Sales)**

Work duration: Feb 2022 to Present

Duties and responsibilities:

- Assist with management in setting targets for the sales team and guide and motivate the sales staff in their performance, to effectively manage and control the van sales routes in order to realize the sales targets with agreed expenses.
- Developed and managed accounts including hotels, restaurants & cafes across assigned regions.
- Built strong B2B relationships with executive chefs, procurement heads, and F&B managers
- Visit to clients and follow up orders/collection and complaints regarding any issues or van sales man.
- Obtain and maintain knowledge of the sales and distribution channels and of competitor's activity throughout the area, and share and discuss with the management for appropriate actions.
- Execute the agreements with Key accounts, according to instructions and maintain good business relations with the representatives of Key Accounts in the area.
- Make and execute the daily journey planning for the sales men in the team, in cooperation with the respective salesmen and in alignment with the management, in order to plan customers routes efficiently.
- Ensure that the vehicles are clean and tidy inside and outside as well as the sales means uniforms, in order to present the company professionally and be recognized by customers.
- Ensure monitoring the Products Shelf Life at the stores, to ensure that the reserved products space is filled up accordingly and no expired product is displayed, and ensure wastage control according to policies.
- Initiate and organize sales to new clients in the assigned routes, aligned with the relevant other departments and in line with the company strategy, in order to increase sales.
- Execute the approved company payment and credit policies and ensure credit and collection management for all sales in the Area, ensuring timely payments.
- Negotiate payment terms and resolve disputes to minimize bad debts.

UIG, ABU DHABI, UAE

Designation: **Office Admin cum PRO**

Work duration: Nov 2018 to Feb 2022

Duties and responsibilities:

- Providing administrative support to management, employees and also clients and visitors
- Control and organize office supplies stock
- Manage calendars via email, phone and face-to-face meetings
- Arrange travel plans for managers and employees, including flights, car rentals, hotel accommodation
- Initiate contact with clients by email, or telephone to answer questions or provide information concerning projects
- Managed company transportation ensuring timely vehicle registration, renewal, and regulatory compliance.
- Manage important and confidential company documents
- Create reports on expenses and office budgets, on a regular basis
- Managing PR materials, filing, copying, and performing other clerical tasks.
- Assist with the recruitment process by identifying candidates, performing reference checks.
- Responsible for workers issues related with police and government sectors.
- Follow up workers case and communicate with Judicial & court department.
- Responsible for workers site accident & follow up Hospital related issues.
- Represented the company at key government and official entities including airports, embassies, police stations, ministries, and health departments, ensuring smooth handling of administrative and legal matters.
- Liaised with Tawjeeh, Tadbeer, and Ameer for labor-related government procedures.

UIG, ABU DHABI, UAE

Designation: **Operation Supervisor cum Procurement Executive**

Work duration: Sep 2014 to Nov 2018

Duties and responsibilities:

- Supervised daily deployment and transportation schedules for over 3,000 workers, ensuring accurate reporting of staff movements.
- Conducted regular camp inspections prior to mobilization and monitored site readiness.
- Coordinated distribution of PPE as per client-specific safety standards and ensured compliance with safety policies.
- Maintained continuous communication with site foremen and management to monitor the performance of deployed staff, timekeepers.
- Managed the distribution and record-keeping of important employee documents including labor cards, ATM cards, medical cards, and salary slips.
- Addressed and resolved complaints raised by both clients and employees, maintaining smooth operational workflow.
- Collected monthly timesheets from clients and ensured accurate and timely submission to Head Office.
- Handled complex workplace issues, including labor disputes, conflicts, and emergency response situations.
- Managed labor accommodation facilities, addressing day-to-day operations, grievance handling.
- Liaised with police and government authorities to resolve issues related to worker disputes, strikes, or legal matters.
- Played a key role in camp administration, ensuring hygiene, safety, discipline, and compliance with UAE labor regulations.

Procurement Executive

- Source, evaluate, and negotiate with local and international suppliers to ensure best pricing and quality.
- Prepare purchase orders and manage procurement documentation in line with company policies.
- Maintain and update supplier database, product specifications, and procurement records.
- Monitor stock levels and forecast demand based on consumption trends and inventory analysis.
- Coordinate with internal departments (sales, operations, finance) to understand procurement needs.
- Track orders and ensure timely delivery, resolving any issues related to delays, damages, or discrepancies.
- Evaluate supplier performance and build long-term relationships for reliable supply chains.
- Conduct regular market analysis to identify new sourcing opportunities and reduce costs.

LANGUAGES

Urdu, Hindi & English