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| |  | | --- | | **Junaid Abbasi** | | **Contact #0313-5655999 0330-6770007 ▪ E-mail : abbasisjunaid@gmail.com**  **Address : House No 3 Omar Town Barakahu Islamabad** | |  |
| |  | | --- | | **Objective** | | To become part of an organization where I can work on responsible, simulation and creative assignments, which would help me to sharpen my professional skills, so that I contribute my share to the success of the organization as well as that of my own. | | |
| |  | | --- | | **Key Skills** | | |  |  |  |  | | --- | --- | --- | --- | | **Leadership** | Problem Solving | Strategic Planning | Adaptability to change | | Teamwork | Interpersonal & Communication | Time Management | Self-Motivated | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2008** | **Bachelors in Arts**  University of Punjab | | **2004** | **F A**  Board of Intermediate & Secondary Education, | | **2002** | **Matriculation “Science”**  Board of Intermediate & Secondary Education | | | |

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| |  | | --- | | **Short Course** | | |  |  | | --- | --- | | **April to June, 2004** | **Advance Diploma in Information Technology**  Super Tech Institute of Computer Sciences, Murree | |  |  | | --- | | **Professional Work Experience** | | **Punjab Cash And Carry Rawalpindi.**  **Manager Nov 2022 To till Date**   * Assign duties to staff based on their areas of expertise, to ensure that they make use of their knowledge to render best services in the store * Create a work schedule for staff to follow, seeing to it that they adhere strictly to their shifts and execute disciplinary actions to members of staff who are absent on their shifts and duty posts, to promote seriousness among staff * Increase sales by carrying out market surveys, researching consumer needs, to identify products that are high in demand, and make them available in the store to customers who are likely to purchase them * Visit competing stores to get information relating to products, styles, prices, and services, and implement details of useful findings in the store to improve the quality of service delivery * Observe market prices of goods to ensure that prices of goods sold at the store are not higher compared to what is obtainable outside. The manager must look for ways to reduce prices of goods, making them lower than those of competitors so as to attract more customers and be ahead of other stores in sales * Increase sales by embarking on sales promotions, showcasing products to customers at good rates to make them aware of all products available, and entice them to buy more while promotions last. The store manager must also promote sales of new products by outlining their uses and benefits to customers, and putting them at discount prices * Handle customer complaints and returns in a cordial manner, creating mutual benefits to both the store and customers, and implement customer suggestions on how to render better services in the store * Answer customers’ questions about products and supervise the loading of products bought * Prepare workers’ performance report at the end of every month to evaluate their performances, identifying areas with low performances to work on * Maintain good hygiene by ensuring that the store is constantly cleaned by workers designated to the task, putting away dirt * Create a safe atmosphere by implementing safety measures for the protection of workers and customers, and handle emergencies promptly to prevent loss of lives and properties.  |  |  |  | | --- | --- | --- | | **Mateela Mart Sargodha.**  **Manager Nov 2021 To Oct 2022**   * Assign duties to staff based on their areas of expertise, to ensure that they make use of their knowledge to render best services in the store * Create a work schedule for staff to follow, seeing to it that they adhere strictly to their shifts and execute disciplinary actions to members of staff who are absent on their shifts and duty posts, to promote seriousness among staff * Increase sales by carrying out market surveys, researching consumer needs, to identify products that are high in demand, and make them available in the store to customers who are likely to purchase them * Visit competing stores to get information relating to products, styles, prices, and services, and implement details of useful findings in the store to improve the quality of service delivery * Observe market prices of goods to ensure that prices of goods sold at the store are not higher compared to what is obtainable outside. 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The store manager must also promote sales of new products by outlining their uses and benefits to customers, and putting them at discount prices * Handle customer complaints and returns in a cordial manner, creating mutual benefits to both the store and customers, and implement customer suggestions on how to render better services in the store * Answer customers’ questions about products and supervise the loading of products bought * Prepare workers’ performance report at the end of every month to evaluate their performances, identifying areas with low performances to work on * Maintain good hygiene by ensuring that the store is constantly cleaned by workers designated to the task, putting away dirt * Create a safe atmosphere by implementing safety measures for the protection of workers and customers, and handle emergencies promptly to prevent loss of lives and properties.   **Save Mart Islamabad.**  **Manager Dec 2020 To Oct 2021**   * Assign duties to staff based on their areas of expertise, to ensure that they make use of their knowledge to render best services in the store * Create a work schedule for staff to follow, seeing to it that they adhere strictly to their shifts and execute disciplinary actions to members of staff who are absent on their shifts and duty posts, to promote seriousness among staff * Increase sales by carrying out market surveys, researching consumer needs, to identify products that are high in demand, and make them available in the store to customers who are likely to purchase them * Visit competing stores to get information relating to products, styles, prices, and services, and implement details of useful findings in the store to improve the quality of service delivery * Observe market prices of goods to ensure that prices of goods sold at the store are not higher compared to what is obtainable outside. 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The store manager must also promote sales of new products by outlining their uses and benefits to customers, and putting them at discount prices * Handle customer complaints and returns in a cordial manner, creating mutual benefits to both the store and customers, and implement customer suggestions on how to render better services in the store * Answer customers’ questions about products and supervise the loading of products bought * Prepare workers’ performance report at the end of every month to evaluate their performances, identifying areas with low performances to work on * Maintain good hygiene by ensuring that the store is constantly cleaned by workers designated to the task, putting away dirt * Create a safe atmosphere by implementing safety measures for the protection of workers and customers, and handle emergencies promptly to prevent loss of lives and properties.   **Khalis Oil and Ghee industries limited (KOGIL)** | |  | | **TSO (Abbottabad, Muzafarabad )** | **Jan 2016 To Nov 2020** | |  * Responsible for achieving sales targets by generating sales orders from dealers/distributors in given area. * To ensure that distributor will take a proper interest in Company’s business. * Managing the company network sales in Abbottabad. * Implementing the company strategy across all the town. * Manage through distributor/salesmen in town the sales of category business respectively, in the Retail markets and as well as Whole sale & Super Markets. * To ensure daily stock position in the distributor go down. * Utilize the resources of the company in organize manner. * To ensure that maximum outlets are serviced every day, & should check availability, visibility in the market. * To ensure excellent product displays for all products. * Report competitors’ activities/plans promptly to concerned Manager & as well as Head Office. * Timely feedback all related reports to concern Manager & Head Office. * To supervise the Company’s Sale Officers & Sales Representatives. * To ensure the POS utilization properly & positively.  |  |  |  | | --- | --- | --- | | **Herbion Pakistan (Private) Limited** | |  | | **TSO (Rawalpindi,Azad Kashmir,Abbottabad Gilgitt)** | **Jan 2012 to Dec 2015** | |  * Responsible for current & New Business Development through planning, forecasting, selling and distribution for complete product range. * Making appointments with and meeting new customers. * Possibly dealing with some major customer/Trade accounts. * Establishing, maintaining and expanding customer/Trade base. * Maintaining and increasing sales of company's products. * Compiling and analyzing sales figures. * Monitoring team's performance through KPI’s and motivating them to reach targets. * Developing sales strategies and setting targets. * To achieve secondary sales through distributors and Sales force. * Plan & forecast to achieve monthly, quarterly & yearly sales target. * Ensure to achieve primary and secondary sales targets on monthly basis. * Ensure proper coverage of retails universe through monitoring of routes & PJP's of DSRs/salesmen. * Ensure to enhance productivity, numeric & weighted distribution and display of all SKUs. * To ensure the POS utilization properly. * Ensure good warehouse practices to provide best product to customers/trade. * Ensure FIFO management at Distribution end. * Keeping up to date with products and competitors. * Collecting customer feedback and market research.  |  |  |  | | --- | --- | --- | | **Dalda Food,s (Pvt) Ltd** | |  | | **Dsr (Rawalpindi)** | **Sep 2010 to Dec 2011** | |  * Responsible for current & New Business Development through planning, forecasting, selling and distribution for complete product range. * Making appointments with and meeting new customers. * Possibly dealing with some major customer/Trade accounts. * Establishing, maintaining and expanding customer/Trade base. * Maintaining and increasing sales of company's products. * Compiling and analyzing sales figures. * Monitoring team's performance through mobile order booking system and motivating them to reach targets. * Developing sales strategies and setting targets. * To achieve secondary sales through distributors and Sales force. * Plan & forecast to achieve monthly, quarterly & yearly sales target. * Ensure to achieve primary and secondary sales targets on monthly basis. * Ensure proper coverage of retails universe through monitoring of routes & PJP's of DSRs/salesmen. * Ensure to enhance productivity, numeric & weighted distribution and display of all SKUs. * To ensure the POS utilization properly. * Ensure good warehouse practices to provide best product to customers/trade. * Ensure FIFO management at Distribution end. * Keeping up to date with products and competitors. * To manage the fixed assets/repair and maintenance. * Collecting customer feedback and market research.  |  |  |  | | --- | --- | --- | | **Unilever Pakistan Pvt Ltd** | |  | | **Dsr (Rawalpindi)** | **Dec 2008 to Aug 2010** | |  * Responsible for current & New Business Development through planning, forecasting, selling and distribution for complete product range. * Making appointments with and meeting new customers. * Possibly dealing with some major customer/Trade accounts. * Establishing, maintaining and expanding customer/Trade base. * Maintaining and increasing sales of company's products. * Compiling and analyzing sales figures. * Monitoring team's performance and motivating them to reach targets. * Developing sales strategies and setting targets. * To achieve secondary sales through Distributors and Sales force. * Plan & forecast to achieve monthly, Quarterly & yearly sales target. * Ensure to achieve primary and secondary sales targets on monthly basis. * Ensure proper coverage of retails universe through monitoring of routes & PJP's of DSRs/salesmen. * Ensure to enhance productivity, numeric & weighted distribution and display of all SKUs. * Ensure FIFO management at Distribution end. * Keeping up to date with products and competitors. * Collecting customer feedback and market research. | |
| |  | | --- | | **Computer Skills** | | |  |  |  | | --- | --- | --- | | * Accounting Software * General Computer: * MS Office |  |  | |  |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Urdu** | **English** | **Punjabi** | | |
| |  | | --- | | **Personal Information** | | |  |  |  | | --- | --- | --- | | **Name:**  **Father’s Name:**  **Date of Birth:**  **CNIC #**  **Domicile:**  **Marital Status:**  **Religion:** | M Junaid Abbasi  M Ehsan Abbasi  12-Oct-1985  37404-1254333-3  Rawalpindi  Married  Islam |  | |  |  | | --- | | **References** | | |  |  |  | | --- | --- | --- | | References can be furnished on demand |  |  | | |
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