

# Rizwan Zafar

## Sales & Marketing Executive / Excel Expert

Results-driven Sales & Marketing professional with a proven track record of exceeding targets. Seeking a challenging sales position to utilize my persuasive communication skills and strategic thinking to drive revenue growth and foster long-term client relationships.

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📍 B-104 Kehkashan Society, Malir Halt, Karachi, Pakistan

## WORK EXPERIENCE

### Sales & Marketing Executive

#### Yamaha Motors Pakistan

05/2022 - Present

Prime Responsibilities:

- Daily order booking.
- Creation of Sales order.
- Coordination with finance and logistics to release order.
- Prepare and maintain daily collection and dealer PSI report.
- Dealers incentive and institution sales discount management
- Understand and work SD module in Navision.
- Dealer credit control management.

### Accounts Executive – MIS RESULT

#### Waves Plus | formerly SINGER Plus

09/2015 - 04/2022

Prime Responsibilities:

- Prepared financial reports, including balance sheets, income statements, and cash flow statements, to provide management with up-to-date financial information.
- Coordinated 140 outlets rental agreements, including negotiation, drafting, and renewals, ensuring compliance with legal and regulatory requirements.
- Working co-ordination with national sales Manager, Area Manager and Shops Managers.
- Payroll Staff (Management & Executive Staff Head Office)
- Accurately calculate and process final settlements for employees who are leaving the organization, including salary, benefits, accrued leaves, and any other applicable entitlements.
- Analyzing remittance and sales report by using company's software according to company's strategy.
- Handling financial matters of installment sales.
- Internally audit 16 outlets of singer Pakistan located in Sahiwal and Rahimyarkhan.

### Assistant Accounts Officer

#### Muhammadi Engineering Hot Dip Galvanizing

02/2014 - 05/2015

Prime Responsibilities:

- Prepared financial reports, including balance sheets, income statements, and cash flow statements, to provide management with accurate and timely financial information.
- Conducted payroll processing for employees, ensuring compliance with relevant payroll laws and regulations.
- Coordinated with HR to ensure accurate employee data and seamless integration between payroll and HR systems.
- Post JV's in SIMS for Salary and Travelling Expense. Maintain Warehouse's expenses and receipts reports
- To check and verify Warehouse Transporter Bill and Hand Over to Accounts Department for Further Process.
- Maintain monthly Fuel Expense Reports of Head Office Employee.

## SKILLS

Advanced Excel

Data Analysis

Data Visualization

SAP

Power BI

PivotTables and PivotCharts

Querying and Data Transformation

Advanced Charting and Graphing Techniques

Conditional Formatting and Data Formatting

DAX

MS Powerpoint

Forecasting and Trend Analysis

Policy and Procedure Development

Time Management

Microsoft Powerpoint

Time Management

Sales & Marketing

Accountability

## EDUCATION

### M.COM

#### University Of Karachi

01/2018 - Present

### B.Com

#### University Of Karachi

10/2015

Passed Out with Grade "A"

### Inter Pre - Engineering

#### BIEK

04/2008

Passed Out with Grade "A"

## ACHIEVEMENTS

Best Supportive Award For Results MIS (01/2019)

Best Departmental Awards & Certificate (01/2020)