

Mohammad Qaiser Qadir

Plot # 1727/360, Dilawar Muhla baldia, Town
Karachi- (Pakistan)
Cell: +92-300-2521856
E-mail: qaiser_qadir@yahoo.com

SUBJECT: Job Request

Respected Sir/ Madam,

The undersigned is Master's degree with over (16) Sixteen Years' experience regarding Corporate Sales, Consumer Finance, Banking (Details in enclosed Resume).

My work experience in Corporate Sale, Consumer finance sales, all type of operation running and banking sales enhance my carrier in sales & operations, methodical approach towards work and learning new things embodied me to wear number of hats in the corporate arena. My high degree of motivation and persistence to learn has been recognized by my previous and present employer who quickly promoted me to the positions of greater responsibilities.

I believe in sincere efforts to turn vision into reality, mission into action and philosophy into practice consequently, if you seek a candidate who is economical, yet meticulous, with an entrepreneurial spirit; then please consider what I have to offer as I am earnestly interested in making a significant contribution to the growth of your esteemed Organization.

Your consideration will be greatly appreciated. Thanking you in anticipation.

Sincerely,

M. Qaiser Qadir
Encl. Career Summary & Resume



Muhammad Qaiser Qadir

Objective:

To pursue a career that leads to professional and personal development in a dynamic organization, values its human resource and rewards performance and where I can utilize my skills for the overall success of your esteemed organization.

Academics:

MBA from Indus University in 2022
Bachelor from Indus University in 2017
HSC Private in 2002
Metric Computer Science from S.E. Secondary School in 2000

Qualification:

Information Technology from NCR
Microsoft office
Internet
Typing
Mobile Repairing
Web designing

Experience:

Arshad Amjad & Abid (PVT.) LTD.

Position : Assistant Manager Sales
Working Period : August 2018 – July 2021
Report To : National Sales Manager

(Euro Aire) GHULAM FARQUE GROUP (GREAVES AIRCONDITION (PVT.) LTD.

Position : Senior Sales Executive
Working Period : June 2015 – August 2018

Report To : Senior Manager & Chief Operating Officer

KENWOOD & HOMAGE (M/s. R&I Electrical Appliances (Pvt.) Ltd)

Position : Assistant Manager

Working Period : Nov 2014 – Apr 2015

Report To : Head Consumer & Commercial Sales & Director

KENWOOD & HOMAGE (M/s. R&I Electrical Appliances (Pvt.) Ltd)

Position : Sale Executive

Working Period : Jun 2012 – Oct 2014

Report To : Head Consumer & Commercial Sales

KENWOOD & HOMAGE (M/s. R&I Electrical Appliances (Pvt.) Ltd)

Position : Sale Supervisor

Working Period : Jul 2011 – Feb 2012

Report To : Assistant Manager & Head of Dept.

KHO-E-NOOR TEA COMPANY

Position : Area Sale Executive

Working Period : Nov 2005 – Mar 2008

Report To : Area Sales Manager

Job Responsibilities

Corporate Sector

Established corporate clients are currently associated with YORK & EURO-AIRE & Daikool for their requirement

Provide installation services to textile sector, pharmaceutical sector and others corporate clients

Increasing YORK, EURO-AIRE & Daikool profile by adding at least 2 new companies monthly

Deals with to fulfill procurement department demands of split air condition. The major banks are Meezan Bank, Allied Bank, Bank Alfalah, Sind Bank, Summit Bank.

Deals with Banks for all over Pakistan replacement of split air conditioner in new branches and continues branches

Public relation activities

Ordering, handling deliveries issues & payment follow-up

Providing after sales services to our clients

Banks Sectors

Deals with Banks for renewal of agreements and new alliances

Preparation of promotion

POP material approval follow-up from banks within limited time frame.

Ordering & payment follow-up

Provide assistant to departmental staff to in invoice preparing and submission process and make sure submission of invoices in time.

Rectify the quires in invoices.

Reply of banks emails regarding complaints of deliveries and after sales issues.

Arrange all setup to facilitate credit & debit card customer at Grand Sale.

Grand Sale recovery coordination with banks

Modern Trade

Ordering & payment follow-up

Coordination with regional Sr. Sales Supervisor's

Monitoring of all merchandisers activities like as stock levels, competitors activates, promotional activities suggestion to achieve sales targets.

Resolving issues of deliveries and complaints

To explore new venues for business

Online Sector

Ordering & payment follow-up

Coordinate with news parties.

Honors /Rewards:

- Shield -2014
- Employee of the year 2014
- Kenwood & Homage Pakistan
- Certificate – 2013
- Certificate of appreciation to handle Banks summer promotions scheme 2013
- Kenwood & Homage Pakistan
- Samsung Mobile -2012
- Best Performance sale
- Kenwood & Homage Pakistan

Activities:

Participate in 26th HVACR and Building services Expo & conference Karach 2019 "Arsad Amjad & Abid pvt. Ltd". (Daikool)

Participate in 23 international HVACR Expo 2016 from "Greaves Air-condition (Pvt.) Ltd." (Euro Aire)

Participate in KEEMT Expo 2017 from "Greaves Air-condition (Pvt.) Ltd." (Euro Aire)

Participate in Defence authority club Grand tombola from "Greaves Air-condition (Pvt.) Ltd." (Euro Aire)

Arranging all staff for Sales activities in DMC Mall Karachi in every three month from "Kenwood & Homage Pakistan"

Manage all Sales activates in Hyperstar Lahore from "Kenwood & Homage Pakistan"

Training and workshop

"Torque" Sales Training by Umair Jaliawala

"York" Product orientation services Training

Projects:

Making installment plan in Kenwood & Homage Pakistan with following banks for the sales of product

CITI BANK	HABIB BANK LTD
UNITED BANK LTD	STANDARD CHARTERED BANK
ROYAL BANK OF SCOTLAND	MUSLIM COMMERCIAL BANK
BANK ALFALAH	SILK BANK
ASKARI BANK	FAYSAL BANK

Smooth operations for the supply of Euro Aire units to the ABL and UBL Majorly.

Align the installations and copper piping work for the project branches Of ABL and UBL.

Maintain and update the MIS for the supply and installation of ABL and UBL on weekly Basis

To coordinate with the civil contractors for the Installation of splits all across Pakistan

To handle the invoice related issues with finance and Sales

To provide and arrange DC and JCR for the awarded Jobs in case of ABL and UBL respectively

Others interests:

Love to travel abroad

Love to go Long drive in every year

Rides heavy bikes

Trading

Personal Profile:

Name: Muhammad Qaiser Qadir

Father Name: Abdul Qadir (Late)

Date of Birth: 09 May 1985

Citizenship No#: 42101-5802847-3

Permanent Address: H # 1727/360, Dilawar Mehla Baldia Town Karachi

References:

To be provided open request