

ANAS HAROON

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Career Objective

To obtain a position that will enable me to use my strong organizational skills, educational back ground in an organization that has a challenging, innovative, energetic environment and also promises marketing exposure.

Professional Summary

- A versatile, reliable and efficient individual with analytic and insights experience, business development, account management and business intelligence; with a keen interest in research and well versed with CEO's.
 - Currently, Secretary General (Acting) at Pakistan Association of Automotive Parts and Accessories Manufacturers (PAAPAM), based in Lahore. I was previously teaching at Bloom Field Hall School, O' Level's and Matric Stream, based in Punjab.
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Positions Held

- **Secretary General**, Sept'20 to Present.
Pakistan Association of Automotive Parts & Accessories Manufacturers (PAAPAM)
 - **Secretary General (Acting)**, May'20 to Sept'20.
Pakistan Association of Automotive Parts & Accessories Manufacturers (PAAPAM)
 - **Project Manager**, Oct'17 to Apr'20.
Pakistan Association of Automotive Parts & Accessories Manufacturers (PAAPAM)
 - **Asst. to Project Manager**, July'15 to Sept'17
Pakistan Association of Automotive Parts & Accessories Manufacturers (PAAPAM)
 - **Research Analyst** (Part-time), Feb'19 to July'19
Rubik Solutions
 - **Senior Teacher**, Nov'12 to May'13
Bloom Field Hall School
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Academic Qualification

- MBA, Master of Business Administration from NUCES-FAST, Pakistan – 2016 (1.5 yrs)
 - BBA, Bachelor of Business Administration from BUIITEMS, Pakistan – 2012 (4 yrs)
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Tenure at PAAPAM (5.3 years at present)

Secretary General

- To hold the Annual Election of the Management Committee and Office Bearers of the Association.
- Successfully defending the Association's point of view at the Director General of Trade Organization in accordance with the Trade Organizations Act 2013.
- Giving Compliance to the Security & Exchange Commission of Pakistan in accordance with the Section 42 of Companies Ordinance.

- Carrying on and holding charge of all correspondence of the Association.
- Holding charge of all papers and documents, furniture and all properties, moveable and immovable, belonging to Association.
- Issuing and giving notices of all General Meetings and meetings of the Managing Committee and sub-Committee, if any.
- keeping and maintaining accurate minutes of all meetings of the Association, the Managing Committee and Standing Committees and sub-Committees and to get them signed by the person who presided over such meetings.
- Circulating amongst the office-bearers the minutes of the meeting and proceeding of the Managing Committee, Standing Committees and sub-Committees and circulate amongst the members of the Association the Annual Reports notices and other information intended for circulation.
- Keeping and maintaining accurate accounts of the Association and all funds connected with or in any way controlled by it.
- Maintaining administrative and disciplinary control over entire staff of the Association, in accordance with the rules and regulations and bylaws framed in this behalf by the Managing Committee.

Project Manager

- Working as General Manager Projects, Creating, maintaining and presenting visually stunning and impactful presentations that tell a story highlighting the value propositions of "Make in Pakistan" for different government departments i.e. Ministry of Industries and Production, Ministry of Commerce & Ministry of Planning and Development.
- Conceived the idea, Developed and Successfully Culminated the 1st Symposium on the future of automotive industry in Pakistan. Mian Mohammad Mansha, Mr. Aamir H. Shirazi were few of the keynote speakers at the symposium.
- Internationally represented the automotive sector of Pakistan as a key note speaker in Automechanika Dubai 2019.
- Organizing and marketing the Single Largest Gathering of Auto Sector/ Trade show in Pakistan, The Pakistan Auto Show and increased the Revenue of Pakistan Auto show 2018 by 50%, making it the largest exhibition held in the history of Pakistan.
- An Industrial Mentor at Suleman Dawood School of Business, Lahore University of Management Sciences (LUMS) for the class of MBA 2020.

Tenure at Rubik Solutions (Free Lance)

- Performed market research to identify the target market, market conditions, consumer behavior, industry trends and competition for KEUNE.
- Proposing a strategy to launch KEUNE in SEC C Segment of Lahore.

Summary of Professional Strengths

- Well versed with the Top management, CEOs.
- Statistical analyses, research tools and database analysis.
- Expert in use of Google AdWords Campaign, MS Office Suite, SPSS and dashboard of www.pakistanautoshow.com
- Strong planning and organizational skills, owing to working with multiple clients operating within multiple categories.
- My keenness in taking up new initiatives and tasks has often provided me with challenging opportunities that require teamwork and leadership on my part.

Thank you for your attention!