

## Muhammad Ahsan Najam



### Personal Profile

Father's Name : Najam Iqbal  
 Date of Birth : 1<sup>st</sup> April 1993  
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### Objective

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

### PROFESSIONAL EXPERIENCE

#### ➤ Asian Food Industries (Mayfair)

**Period:** Dec 2018 to till date  
**Position in Company:** Regional Sales Coordinator (Central & FSD)

- ✓ Supporting Sales Representative and Coordinating Sales Related Activities.
- ✓ Filing Important Documents and Communicating Relevant Information with Sales Team & Distributors.
- ✓ Compile daily Sales & KPI's of the Region.
- ✓ Maintained all Data regarding Sales on Daily, Weekly and Monthly basis
- ✓ Compile Stock Report on Weekly & Monthly basis.
- ✓ Follow up on Orders with Distributors & Sales Team on Daily Basis.
- ✓ Maintain Order vs Execution of region on Daily Basis.
- ✓ Split Secondary & Primary Targets of Region into Zones and Towns.
- ✓ Maintain Sales force field data of region.
- ✓ Making Monthly Presentation of RSM.
- ✓ Compile Sales Team Incentives & Distributor Incentive every month.
- ✓ Check all the Distributors Claims and forwarded to Head Office.
- ✓ Analyzing and Assessing Statistical Data.
- ✓ Maintain the Regional Office Expense.

#### ➤ Four Brothers Group Pakistan

**Period:** June 2015 to Dec 2018  
**Position in Company:** Sales Coordinator

- ✓ Preparation of daily sales reports (Stock, Sales & Collection Comparisons) and forward to Team Staff.

# RESUME

- ✓ Coordination with regional sales teams regarding day today matters, e.g. sales and collection, product demands and delivery, policy communication, and issuance of Dealership certificates etc.
- ✓ Organizing events e.g. Annual Sales Conference, Regional sales meetings, annual sales conference and field activities with coordination of Marketing and event management department.
- ✓ Collect Field Staff Attendance from their Zones, preparation of salary of filed officers & Filed managers.
- ✓ Product Forecasting and Planning, inter warehouse transfers and distribution as per demand.
- ✓ Reports Preparation e.g. (Comparison of sales Targets Vs Achieved (Monthly, Quarterly, and semiannually and annually).
- ✓ Examination of monthly ER's [Expense Reports] of sales team as per their entitlements.

## ➤ Internship

**Educational Services Pvt. Ltd (Beaconhouse Corporate Office)**

Period (March 30- 2015- May 11- 2015)

## QUALIFICATION

MBA (Accounting & Finance)	2015	NCBA & E
B.Com (Hons)	2014	The University of Lahore
ICS	2009	Govt. M.A.O College, Lahore
Matric	2007	N. Naveed Public High School

## COMPUTER LITERACY

Having the computer skills in the following packages:

- Short Course in Microsoft Office.
- Operating Windows & Installation,
- E-mails handling, Internet Browsing, Hardware/Software troubleshoot.
- Ability to use Xero Accounting software, Quickbook.

## HOBBIES & INTEREST

- |                    |             |
|--------------------|-------------|
| • Islamic Lectures | Cricket     |
| • Running/Jogging  | Travelling  |
| • Computing        | Video Games |