

MUHAMMAD FAHAD JAMAL

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Career Objective: To serve an esteemed and dynamic organization that could utilize my creativity and experience and would like to accomplish best results in tough & tidy time schedules

ACADEMIC QUALIFICATION

MBA – 2019

Albedo School of Business Management UAE.
(Sales & Marketing)

B.COM–2016

Shobhit University UAE Campus.
(Commerce Group)

H.S.C – 2003

Govt. Degree Boys College North Karachi.
(Commerce Group)

S.S.C – 2001

Khan Cambridge School Karachi.
(Science Group)

Communication Skills/ Capabilities:

- Written and verbal communication skills, including business correspondence knowledge.
- Good presentation and negotiation skills.
- Quick decision making with contingency planning.
- Adaptability with the changing organizational situations and different cultures.
- Learn new computer software quickly and efficiently.
- Easily adopt any new technology.
- Using info tech ERP software
- Familiar with SAP ERP
- Good knowledge of quick book and tally Visual basic programs.

Skills

- Introduction to Product Management
- Content Marketing
- Business Analytics & Intelligence
- Email Marketing
- Search Marketing
- Digital Marketing Strategies
- Search Engine Marketing
- Block chain Technology & Management
- HR Management & Analytics
- Mobile App Marketing
- Social Media Marketing
- Principles and Practices of Management
- Machine Learning & Artificial Intelligence
- Data Science
- Fundamentals of Corda
- Block chain Use Cases
- Search Engine Optimization
- Fundamentals of R
- Digital Analytics
- Ms Office (Microsoft Word, MS FrontPage, MS Excel, MS PowerPoint).
- Fire Fighting/First Aid certificate as per ISO

WORK EXPERIENCE

SHARJAH NATIONAL LUBE OIL COMPANY (UAE)

ACCOUNT SALES EXECUTIVE (EXPORT / LOCAL)

2012 – 2020

LUBRICANTS:

- Manage export customer accounts handling all export enquiries via call / email / walk in basis.
- Send quotation to customers as per their enquiries. Follow up on receiving confirm orders.
- Process internal job orders for required products follow up with production on existing job order
- Manage delivery requirement i.e requesting packing / markings / designs as per customer request
- For bulk deliveries make sure compliance of tanker requirement as per destination.
- For drums / carton deliveries follow up with shipping line / shipping agents
- Confirm booking as per schedule deliveries with shipping agents. Make sure readiness of products before schedule loading date.
- Handle Custom documentation for both bulk /carton deliveries. Process duty exemption documents if required.
- Process Chamber of Commerce / Ministry of Economy certificates.
- Check and confirm BL with shipping agents. Send documents to customers once loading is done
- Make sure receiving of documents from customers required for VAT purpose.
- Once the shipment done file documents in both hard / soft format. Maintenance of all customer records as per customer.

BASE OIL:

- Handling customer enquiries send quotation as per customer requirement.
- Manage transportation of Base Oils in ISO tank / Tankers / Flexi Bags / IBCs
- Prepare all related documents such as Tax invoices , Commercial invoices, Delivery notes, Packing list
- Experienced in dealing with ExxonMobil, S-Oil, ADNOC, ENOC, EPPCO, SHELL, EMARAT Petroleum
- Schedule loadings of various customers from and to our tank farm. Ensure safety and all related tanker requirements as per ISO Standards
- Follow up on customers payments .Soft and hard format filing of all customer documents

ADDITIVES:

- Handling customer enquiries send quotation as per customer requirement via call / email / fax.
- Work experience on lubricant additives mostly on VI improvers as third party of Chevron Oronite.
- Schedule local and export deliveries in Drums / IBCs/ ISO tankers and tankers.
- Ensure safety and all related tanker requirements as per ISO Standards
- Prepare all related documents such as Tax invoices, Commercial invoices, Delivery notes, Packing list
- Follow up on customers payments. Soft and hard format filing of all customer documents

LOCAL SALES:

- Handling customer enquiries send quotation as per customer requirement via call / email / fax.
- Develop and maintain relationship between company and customers.
- Prospected for new accounts of customers handling new enquires
- Demonstrate analytical and problem solving skills in sales situations and in internal procedures manage all sales related tasks support sales persons.
- Effectively manage sales call and other sales related events during my daily work process.
- Schedule and manage deliveries on daily basis. Manage customers' receivable records and keep track on receivable aging.
- Procure material from various suppliers inside and outside the country.
- Prepare all related documents such as Tax invoices , Commercial invoices, Delivery notes, Packing list soft and hard format filing of all customer documents

PORT OF FUJAIRAH (UAE)
ASSISTANT PORT MAINTENANCE INCHARGE
2010 – 2012

- Work efficiently with port incharge in order to maintain safety on site.
- Keep track on supplies for on shore and off shore staff and crew members.
- Assisting port pilot and crews on their duty schedule.
- Inspection on daily basis to OTB and VOPAK Horizon oil terminals
- Documentation of inspection reports. Issuing memos and notices as per instructions of my senior.
- Soft and hard format filing of all customer documents

Pakistan Institute of Interior Designers (PAKISTAN)
ASSITANT TO GENERAL SECRETRY
2008 – 2010

- Compile and manage all data of the organization.
- Maintain all the accounts of the organization.
- Correspondence to members of the institute.
- Handling bank's issues of the organization.
- Work on the institute's quarterly newsletter.
- Handle all the applications received via the internet or by post

Mobilink GSM. (PAKISTAN)
SALES OFFICER / CUSTOMER SERVICE
2007 – 2008

- Customers counter sales. (CS)
- Postpaid connection sales & marketing.
- Work on Customers relationship management system. (ICRM)
- Update sales and inventory on company software Electronic financial inventory control system. (EFICS)
- Data entry on online Mobilink ERP online software.
- Maintain documentation of hard and soft format for records.

Union Bank (PAKISTAN)
Relationship officer
2006 – 2007

- Sales and marketing of the product. Personal Loan and Amax card.
- Tele and code marketing for product sales.
- To achieve the target of the product.
- To Attend weekly seminars on product and sales

Professional Goals:

- I have a serious commitment to be the best employee in the organization.
- I will work hard to be a positive influence in the organization and in my office colleagues.
- To keep up with the most effective working methods, I wish to attend workshops.

Personal Information:

Religion : Islam
Marital Status : Single
Nationality : Pakistani
Visa Status : Visit Visa (valid until March-21)