

Curriculum Vitae

SYED JAMSHED RIZVI

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OBJECTIVE:

Looking for a challenging position in a dynamic organization where I can grow by using my knowledge and expertise and fulfil the company's long term and short-term objectives.

WORKING EXPERIENCE:

POWER RACK FACTORY COMPANY – Saudi Arabia

Sep 2023 till Date

Working as Senior Sales & Marketing Executive

With a long-standing background of 15 years in the field of Racking & Storage field, gathered deep knowledge about all kind of Racking system like Conventional pallet racking, Drive-in racking, Double deep Pallet racking, Push back racking, Radio Shuttle, Light duty Shelves, Medium Duty Shelves and Mobile Shelving.

In-depth understanding of end-to-end customer experience to identify pain points and latent customer needs

Gave top- notch service to everyone to provide ample sales opportunities.

Stayed up to date on all company products and services to support sales objectives.

Developed empathetic client relationships and earned reputation for exceeding sales goals.

Worked under strict deadlines and responded to service requests and emergency Call-outs.

Fielded on Average of 5-8 customer service calls Per day including searches through Digital Channels.

Maintained accuracy while preparing weekly forecasting and New inquiry reports for management based on data from various sources. Created forecasts of opportunities and documents all follow up communications in System.

Reached out to customers to set up appointments, check on satisfaction and suggest additional offerings & Managed relationships with customers through consultative sales techniques to attain individual sales goals.

Identifies product improvements or new products by remaining current on industry trends, market activities and competitors

AMH Alshaya Trading Company – Saudi Arabia

Feb 2021 till Aug 2023

Worked as Senior Project Coordinator – GROUP SOLUTIONS & WAREHOUSE SECTORS.

A specialized Division responsible for executing High End Automated Warehouse Solutions. One of a kind being built in Middle East.

Responsibilities include:

- Project Coordination – A Liaison between Project Management Team and Local Vendors and suppliers. responsible for Sub-contract with local Sub-contractors. After finalization – issuance of PO and
- Monitoring execution of Work.
- System entries in CRM for Local and International Vendors &
- Purchase Orders issuance.
- Recognizing Cost in Finance and Opps Module.
- Monitoring execution of Work.
- Complete support to Projects Team

Worked as Senior Sales Coordinator & Executive Support to GM of GCC, plus Admin & HR Coordinator for Division (GCC)

Apr 2009 till to Feb 2021

- Support to Sales team GCC Wide
- Compilation of Monthly Reports / Management Meeting Reports & Presentations
- Liaison with branches for approvals matter related to HR & Admin
- Air ticketing / Hotel reservations
- Support in visa as & when required
- Meeting arrangements
- IT related matter including Computer software & hardware, Net-working included maintenance of Local Area Network (LAN) of Office
- Trouble shooting & Installations of Operating Systems
- Petty Cash Handling.

Rakaposhi Tours (Pvt.) Ltd

Mar 2004 till to Feb 2009

Worked as **Sales Initiation & Operations Manager.**

- Provided a full secretarial and administrative service to the Managing Director. Take dictation, draft letters, memos and general correspondence. Organize, operate and maintain a comprehensive filing system for the MD Plan and make arrangements for meetings, as required.
Research relevant information via the Internet.
Take minutes of meetings, if required.
Make travel and accommodation bookings, as required.
Assist in the organization of events (Seminars, Conferences).
Co-ordination with concerned department/ vendors
Preparation of various reports and presentations for MD
- To carry out other relevant tasks as requested by the MD
- Complete hotel & travel related dealings (right from the beginning of negotiation corporate deal with hotels and travel agents).
Welcoming foreign guests at airport, escorting them to hotels and assist them in check-in
Responsible for archiving all the important/ original documents of the Company.
Field Work (To visit various vendors Offices).
Handling routine correspondence & E-mails Independently.
- Co-ordination with other departments & Customers Correspondence with Banks & Financial Institutions.
- Maintenance of Local Area Network (LAN) of Office. Trouble shooting and Installations of Operating Systems.

Apart from providing day-to-day secretarial assistance, also performing the following:

Responsible for room reservations and transport requirements for the Participants, Exhibitors and Trade visitors of exhibition held in EXPO Center during events such as International Defence Exhibition and Seminar (IDEAS) 2004 & 2006, EXPO Pakistan 2005, 2007 & 2008.

Co-ordination with Inbound Groups and Individual Travelers & Outbound Groups.

Co-ordinated and accompanied with various groups to Hong Kong, Macau, Thailand, Singapore, Malaysia & Turkey.

Internet Credit Card (Pvt.) Ltd

June 2002 till December 2003

SUMMARY:

Worked as a **Customer Sales Support Executive**.

Responsible for selling Internet Service Providers hours to member.

Notifying and customizing software in terms of accounts need.

Rectifying problem in coordination with software team on the billing system.

Maintained bankbook of the company.

Also worked for the technical department for the up keeping of technical environment

TECHNICAL SKILLS:

Assembling computers.

Installing Windows 7 / XP, ME & 98, Microsoft office etc.

Mounting hard disk drives, LAN cards, modems etc.

Also have knowledge of putting up a local area network within

office. Well versed in Microsoft Office (Ms- Word, Excel &

PowerPoint) Basic knowledge of Adobe Photo shop.

ACADAMIC QUALIFICATION:

- Bachelors in Commerce from Government College of Commerce and Economics, with 2nd Division in the year 2002.
- Intermediate with Commerce from Government College of Commerce and Economics, with 2nd Division in the year 1998.
- Matriculation in Science from Zeal Public School, Karachi in 1996

LANGUAGE SKILLS

Fluent in **ENGLISH** (Speaking, Reading & Writing)

Fluent in **URDU** (Speaking, Reading & Writing)

Arabic reading and writing Fair

PERSONAL INFORMATION:

D.O.B.: 14 December 1979

Religion: Islam

Valid Iqama#: 2269459976

Qiwa Contract Expiry: 08-Sep-2025 (60 days notice)

Marital Status: Married

PAKISTAN C.N.I.C.: 42301-1482873-1

* Further information can be furnished upon request