

Muhammad Saad

ABOUT ME

Marketing Professional Having comprehensive experience in product demonstration, technical proposals, sales & marketing, negotiation and finalization of projects with reference to construction materials.

SKILLS

- Problem solving, Communication & Presentational Skills.
- Team player with good interpersonal skills and the ability to negotiate complex situations
- Result driven, and able to find solutions to meet and exceed client expectations
- Ability to manage right deadlines, prioritize tasks & work on multiple assignments
- Educational proficiency in SPSS.
 - Ability to work both independently and as part of a team with professionals at all levels
 - Proficient in MS Office® applications such as MS Word, MS Excel and MS PowerPoint and Outlook

Personal Information

- Nationality: Pakistani
- Date of Birth: 06 Feb 1991
- Driving license: Yes
- Iqama: Transferable
- Marital Status: Single

Al Khobar-Saudi Arabia

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Education:

MBA (Marketing) | **Iqra University, Pakistan, Karachi** -2020

Bachelors in commers-**B.COM-Karachi University**-2015

Software engineering-Diploma-**Apptech Computer Education**-2019

Higher Secondary Education-**HSC-GOVT Boys Collage** -2011

Secondary School Certificate-**SSC-The Educators**-2008

Experience

Project Coordination & Project Operations- 01 December 2022 – present, Gulf Arab Crete, Al Khobar Saudi Arabia.

- Develop detailed project plans, including objectives, timelines, and resource allocation.
- Identify risks and implement strategies to ensure smooth project execution.
- Monitor and report on market and competitor activities and provide relevant reports and information to management.
- Coordinate with cross-functional teams to ensure effective communication and collaboration Prepare a variety of status reports.
- Coordinates with the Accounts team and Customers for any issues related to the payments
- Conduct post-project evaluations to identify areas of improvement and implement lessons learned.
- Analyze key performance indicators (KPIs) to drive data-driven decision-making.
- Verify delivery information and handle any discrepancies with customers or dispatch teams.
- Provide excellent customer service by addressing inquiries and resolving issues professionally.
- Conduct site visits to assess project progress, quality, and compliance with safety regulations.
- Coordinate with engineers, contractors, and site managers to ensure alignment with project requirements.

Accounts & Admin – 1-August 2022 -30 November 2022 Dimas Co LTD, Riyadh Saudi Arabia.

- Contacting potential clients to establish rapport and arrange meetings.
- Record all project Expenses. approval for all bank payment transaction
- Research organizations and individuals to find new opportunities. Increasing the value of current customers while attracting new ones.
- Payroll, Prepare cost center report
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development tea

Relationship Executive- 1 June 2021 – 25 July 2022 Habib Metropolitan bank, Karachi

- Sale different product in bank Follow up with old customers Manage organizational sales by developing a business plan that covers sales, revenue and expense controls
- Set and meet sales targets
- Track sales goals and report results as necessary Develop sales team through motivation, counselling and product knowledge education Promote the organization and products
- Understand company's ideal customers and how they relate to the products
- Maintain and develop relationships with existing and new customers.
- Respond to and follow up sales enquiries from bank.
- Monitor and report on market and competitor activities and provide relevant reports and information to management.
- Attend and present at external customer meetings necessary to perform duties and aid business development.
- Attend training to develop relevant knowledge, techniques and skills
- Working the branch manager to build annual Client ling strategy for each market with a localized approach
- Working closely with Marketing Manager to brief on Client ling moments with the objective outlining the marketing support needed
- Managing and reviewing on a quarterly basis the contact calendars with PCEs (Private Client ling Executives) to deliver on KPIs
- Prepare a variety of status reports.
- Communicate new products and services, special developments, information or feedback to customer base.

Marketing and Accounts Officer – 2 March 2020 – 8 May 2021**Textile channel, Karachi**

- Ensures that the marketing activities are conducted as planned and also sends in a regular report on the same to the manager.
- Prepares product training schedules for the customers in coordination with the Sales team and suppliers.
- Follows up on the outstanding payables and ensures that the overdue collections are kept within the specified limit of 60 days.
- Coordinates with the Accounts team and Customers for any issues related to the payments. Prepares the Rolling forecast (Min Max) for the products in demand every month for the next two months.
- Follows up on the reports sent in by the team members, analyses the same and sends appropriate feedback to the team and management.
- Maintains accurate records of all pricings, sales, and activity reports submitted by Sales Executives.
- Follow up on new business opportunities and set up meetings.
- Communicate Bytes Future Services to prospective clients effectively.
- Negotiate and follow up by phone, email, and in person.
- Report to the Business Development Manager with sales funnel/forecast.

Reference

- To be furnished upon request.