

# RANA RIZWAN JAVED

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## **Professional Summary**

Professional Planning & Development Manager with more than 4 years of experience in the field of planning & development process involved in product testing, management and development of the new projects opportunity and also i have responsibility the team management, monitoring & evaluation, procurement, analysis of the market and looking the target of team members.

## **AL MANAR EASTERN TRADING.**

### **PLANNING & DEVELOPMENT MANAGER (KSA)**

(22-12-2015 TO TILL DATE)

### **Job Responsibilities:**

- ❖ Development & Planning
- ❖ Procurement handling
- ❖ Monitoring and Evaluation
- ❖ coordinate with office staff
- ❖ Meeting with delegates and negotiate

### **Planning & Development**

- Plans, develops, implements, and coordinates strategic operational and administrative programs, Products and services of senior organization member.
- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures, monitors and evaluates programmatic and operational effectiveness.
- Administers, oversees, and coordinates the activities of a range of specified operating and support programs, as appropriate to the objectives of the organization.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff.
- Provides strategic advice and consultation to leadership in the development, implementation, and evaluation of modifications and enhancements to existing operations, systems, and procedures.
- Oversees the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Develops and manages annual capital and operating budgets, oversees, monitors, and coordinates program budgets as appropriate.

## Monitoring & Evaluation:

- Facilitate development of the Business and Country team operational plans.
- Develop and implement data collection techniques and tools, including working with external service providers to develop other relevant management information systems.
- Train Sales team to use data collection tools and techniques, including ongoing mentoring and support.
- Analyze data to track project and program progress against agreed targets and log-frames.
- Guide and coordinate all M&E activities and accordingly assign the roles for staff, Business participants and partners.
- Develop and implement evaluation plans for all Teams and Country Office as a whole.
- Prepare reports for internal and external audiences based on data from monitoring and evaluation processes. Discuss emerging issues from Branches progress and evaluation reports, and coordinate the development and follow up of action plans for recommendations.
- Develop and coordinate an overall framework and calendar (including guidelines and procedures) for Business and program monitoring and evaluation.
- Manage service providers to ensure value for money and timely supply of materials and services.
- Work with other Company staff to ensure adherence to company principles and promote company visibility.

## Procurement:

- Research a profitable suppliers and initiate business and organization partnerships
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Oversees purchasing Responsibilities perform
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels

### **Gulf Diameter Est. Dammam, KSA**

#### **Sales and Marketing Specialist(KSA)**

(04-04-2013-To 01-12-2015)

## Roles & Responsibilities:

- Identify new markets and/or new approaches to existing markets.
- Travels to assigned sales territories and work closely with sales team to ensure that all commitments to customers and sales targets are met.
- Develop and manage and business development campaigns that drive new business opportunities.
- Actively measure performance of existing agents, partners and distributors in the market, and keep regular contact and attendance with the key current customers.
- Liaise and coordinate with projects business line to achieve company's targets.
- Update on competitors activities and make recommendations and take necessary action plan to stay ahead.
- Carry out the marketing activities to promote company image through; advertisements, catalogue printing, direct mailing, sales seminars etc.
- Conducting training to sales team on product and its application, presentation skills &
- salesmanship, products update, company's sales tools usage and operations. Any other task/project assigned to me by the GM.

## Procurement

- Estimating and establishing cost parameters and budgets for purchases
- Maintain accurate records of purchases and pricing
- Create and maintain good relationships with vendors/suppliers
- Making professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Negotiate the best deal for pricing and supply contracts
- ensure that the products and supplies are high quality
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Working with team members and Procurement Manager to complete duties as needed

### **Major Brands:**

- DEWALT Chemicals (AC100-PRO, PURE150-PRO, PV50-PRO), and
- Mechanical anchor bolts.
- DEWALT nailing tools (gas actuated and powder actuated).
- Heller German bits (Concrete, Auger bits, Stainless Steel and Cobalt). CARRAT German Coring Machines and core bits.
- Powerbor magnetic Drill Machines and Cutters (Sheffield, UK)

### **Major Projects:**

#### National Guard Housing Project in Dammam

Customer Relationship Management  
Product Promotion  
Interest Creation

#### Sadara Project in Jubail

Chemicals approvals  
Order placements

#### Wasit Gas Project in Jubail

Product delivery monitoring  
Business Requirements  
Recommendations to project management

#### Ras Al-Khair Power Plant (RKPP) in Jubail

Meetings with project Management  
Sales team feedback from customers

#### Matrafiah Sahara Housing project in Jubail

Meeting with Construction Department  
Get approval for our company product  
Follow up for order and delivery team

#### Jalmudah District Project (Construction of Building) in Jubail

Visit all District Projects  
Find the Potential Companies  
Meeting with the concern Department  
Get the approval for our Target Product  
Monitoring Sales Team

## **Jammal Mohammad Afri Est. Dammam, KSA**

### **Sales Executive**

(01-10-2009 to 23-10-2012)

#### **Major Responsibilities:**

- Visit customers and job sites on daily basis.
- Introduce company products and conduct intensive demonstrations and product shows. Responsibility of sales to new and pre-defined accounts.
- Generate new accounts.
- Develop and maintain good customer records and relations.
- Execute work with compliance to the company standards of sales execution.
- Coordinate sales actions with marketing, engineering and logistics team. Timely reporting.

#### **Major Brands:**

- Rotabroach Magnetic Drill Machine and Core Cutters (UK).
- Metabo Power Tools (Germany)
- Ingersoll Rand Diaphragm & Piston Pump (USA)
- Camlok Lifting Clamps (UK)
- Atlas Cutting & Grinding Disc (Thailand)

## **Pakistan Educational Research & Development (Bahawalpur, Pakistan)**

### **District Manager**

(20-03-2005 to 20-09-2009)

#### **Major Responsibilities:**

- Plans, develops, coordinates, promotes and supervises a variety of literacy programs, events and services to meet the educational needs of the community.
- Supervises the daily activities of assigned staff, prioritizes and assigns tasks and projects, Monitors work and evaluates performance and monitors operations.
- Conducts community outreach programs, including presentations to community groups and schools to promote the literacy programs and events.
- Prepares and reviews statistical and analytical reports of program activities, services and events, gathers and compiles data for reports.
- Coordinates recruitment efforts to attract and retain volunteer tutors. Maintains the absolute confidentiality of all records and information.

### **EDUCATION:**

#### **Masters in Economics**

(2003-2005)

#### **Islamia University of Bahawalpur:**

##### **Modules Includes:**

Economics Statistics & Econometrics; Mathematical Economics; Advance Mathematical Economics; Micro Economics; Macro Economics; Economics Development & Planning; Public Finance & Monetary Economics; International Economics; Economics of Islam

## CERTIFICATE:

**I.T:** High level of competency in MS Office from National Bank of Pakistan.  
(Bahawalpur, Pakistan)

The course includes following topics:

1. MICROSOFT WINDOWS 2010
2. MICROSOFT WORD 2010
3. MICROSOFT EXCEL 2010
4. MICROSOFT POWERPOINT 2010

**I.T** Very good command in C++ & Pascal computer Language from THE SUBLIME INSTITUTE. (Bahawalpur, Pakistan)

**Duration** : 01-06-2001 to 01-12-2001

English Language Course from 'THE SUBLIME INSTITUTE Bahawalpur, Pakistan.

## TRAINING & COURSES:

DEWALT Fasteners (Riyadh, KSA) (22 Sept 2013 to 25 Sept 2013)

Ingersoll Rand (Dubai) (1<sup>st</sup> June 2010 to 3<sup>rd</sup> June 2010)

## KEY SKILLS:

Working well with others in order to achieve common objectives, always adopt it in practice during my job.

Able to motivate and encourage others whilst taking lead.

Having ability to identify, analyze and evaluate the problem while doing any job assignment.

Having energy and enthusiasm in pursuing goals.

The ability to hold a discussion to reach at mutual satisfaction position.

Always try to choose the most appropriate option while making any decision.

The ability to meet task effectively and meet deadlines.

## OTHER SKILLS:

**Management:** Highly organized thought process and well-structured Problem dealing with an edge of innovativeness.

**Calculations:** Very strong in handling calculations.

## ACTIVITIES AND INTERESTS:

I am a keen traveler and visited various cities of the country and always enjoyed the challenge of planning the trip on a limited budget.

## PERSONAL INFORMATION:

Nationality:	Pakistani
Passport No:	CJ8674422
Marital Status:	Married
D.O.B:	11/01/1983
Iqama:	Transferable
License:	Valid Saudi driving license

## REFERENCES:

Will be provided, as and when required.