

# MUHAMMAD KHAN

**Nationality:** Pakistan  
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## **PERSONAL SUMMARY**

A highly motivated, confident individual with exceptional Multi-tasking and organizational skills. Possessing a Proven ability to help managers to make the best use of their time by dealing with their administrative tasks. Approachable, well presented and able to establish good working relationships with a range of different people. Currently looking for a suitable position with a reputable and ambitious company.

## **WORK EXPERIENCE**

### **SALES SUPERVISOR**

#### **Nuran Water Jizan Saudi Arabia May-2021 to Current**

- Monitored daily sales operation and served as informational and procedural resource to team members.
- Supervised operations of 8-person sales team and achieved productivity targets by week and month.
- Organised and coordinated schedules of sales team to help members meet company and client obligations.
- Effectively coached team members to reach weekly and monthly sales goals.
- Developed sales strategies and established procedures for new employees.
- Met with management and executives to provide insights into sales operations and make strategy recommendations.
- Recruited, interviewed and hired people who would add value, a positive attitude and knowledge to sales team.

### **SALES SUPERVISOR (Trade/ Key ACCOUNTS)**

#### **NATIONAL AGRICULTURE DEV.CO. (NADEC) Saudi Arabia May-2015 to OCT 2020**

- Prepared effective action plans and schedules –
- Participated in marketing plan design and execution.
- Handled and resolved any complaints or concerns from customers.
- Worked with company staff to effectively close sales; sales management, logistics, marketing, and tech-service.
- Supervised established client Accounts – contacted clients regularly to establish effective working relationships; maintained relationships with the company's customers.
- Reduced stock through specially developed sales activity.
- Effectively used a variety of sales techniques and materials – cold calls, presentations, visits, relationships, surveys, networking and research
- Met monthly sales targets using lead-generating plan.

## **TERRITORY SALES OFFICER**

### **Walls Ice Cream TSD (Pvt.) Limited Pakistan (Mar 2011 to April 2015)**

- Responsible for the overall sales strategy of assigned area.
- Set sales goals, and establish training programs for the organization's sales representatives.
- I am developing strategies for selling of products and designing tactics through which maximum revenue can be earned
- Generate daily and monthly status reports regarding the overall sales achievements and also competitor activities and do the needful.
- I am developing strategies for selling of products and designing tactics through which maximum revenue can be earned.
- Assist the sales manager and conduct regular meetings with customers to resolve complaints, issues within the sales department for smooth functioning.
- Ensure proper implementation of company policy on financial and sales related matters.
- Ensure customer satisfaction.
- Hire, train and lead sales representatives
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## **ACADEMIC QUALIFICATIONS**

- INTERMEDIATE IN Board of Intermediate Educations KARACHI (Pakistan)
- MATRICULATION Board of Secondary Educations KARACHI(PAKISTAN)

## **TRAININGS**

- **Entrepreneurship freedom with responsibility.**
- **Teamwork and Innovation (WALLS LAGUN)**
- **Commitment and Fun.**
- **Team-Based Trainings (WALLS LAGUN)**

## **Personal Skills**

- **Loyal**
- **Determined**
- **Focused**
- **Hardworking**

## **KEY SKILLS**

- **Perfect knowledge of the market, and sales strategy.**
- **Excellent communication skills – written and oral**
- **Organization skills, multitasking, and time-management**
- **Internet Research**
- **Good at presentations**
- **Professionalism, diplomacy, tactfulness – to generate positive company image**
- **Ability to work under pressure and deadlines**
- **Find potential Customer.**
- **Making appointments with and meeting new customers.**

## **ADDITIONAL VIEWS**

**Strong interest in working with my Superiors to enhance operations and foster a views sense of teamwork among staff members.**