Curriculum Vitae (CV)

**Muhammad Asim Muhammad Aslam**

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Nationality: Pakistani

Date of Birth: March 18, 1993

Languages: English, Urdu, Arabic

Iqama Status: Transferable

**CAREER OBJECTIVE:**

Seeking a challenging opportunity as a contributing member in a reputable organization. Where I can utilize my academic knowledge and professional skills to achieve a bright prospect by being an asset for the organization.

**EDUCATION:**

**B.com (Bachelor’s in Commerce) –** Punjab Group of Colleges Certified by Punjab University (2013).

**TRAINING AND CERTIFICATION:**

**Computer Hardware Repair & Networking** (1840 hours) **–** Vocational Training institute, Lahore (2010).

**SUMMARY OF EXPERIENCE:**

* Market Research
* Dealers campaigns
* Promotions
* Market Campaigns
* Product Specification
* Reports & Analysis
* Management
* Customer Satisfaction
* Pricing of Products
* Market Enquiries
* Design of Display
* Events Management
* Material Availability
* Solutions

**EXPERIENCE:**

Position Held : Assistant Manager / Product Specialist

Organization : Al Manara Electric Trading Co. (Head Office Riyadh)

Duration : October 2015 – Present

Company Profile : Leading in Wiring Devices, Indoor/Outdoor Lighting & Panel boards

Company’s Brand : Distributors of Panasonic, OPPLE Lighting, Fumagalli, Terasaki, Techmar.

Responsibilities:

* Develop pricing strategies to maximize return on investment and market research.
* Estimate the expected sales, costs and profits for a new product.
* Oversee and coordinate product development and marketing campaigns.
* Provide regular and clear communication to vendor partners as it relates to product design and development.
* Monitor and report on customer satisfaction.
* Coordinate marketing campaigns with sales activities.
* Understand competition and user requirements in depth.
* Analyze company sales data and provide solution for overstock items.

Position Held : Sales & Management Coordinator / Assistant of GM

Organization : Al Manara Electric Trading Co. (Jeddah Branch)

Duration : October 2015 - Present

Responsibilities:

* Collects and organizes information for use in discussions and meetings of Senior Management and outside individuals.
* Assist in the preparation and organizing of promotional material or events.
* Support and manage billing inquiries from customers and partners.
* Improving the sales process and working cross functionality in order to drive adoption from start to finish.
* Meet client needs through attending client meetings and responding to client concerns, questions and problems.
* Ability & willingness to work in a structured, multi-unit environment and adhere to standard operating procedures and processes.

Position Held : Sales Coordinator

Organization : Mehmood & Sons Pvt LTD.

Duration : July 2014 – June 2015

Company Profile : Leading in Hardware Accessories, PPRC Pipes & Water Tank Manufacturer

Company’s Brand : Turk Plast

Responsibilities:

* Coordinating events and meetings and contributing to contact management in driving revenue growth.
* Handle customer queries in a friendly timely manner.
* Establishing and maintaining good customer relations with both internal and external contacts.
* Communicate with customers - by phone, mail and during visits
* Complete monthly, quarterly and annual reports as requested.

Position Held : Sales Executive / Assistant of GM

Organization : Pak Poultry Processors Pvt Ltd.

Duration : Mar 2013 – June 2014

Company Profile : Leading in Chilled & Frozen Chicken

Responsibilities:

* Role model outstanding, friendly customer service and use skills and knowledge to offer solutions that meet or exceed customer’s expectations.
* Support all operational aspects of Frozen Food operations as delegated by management.
* Aid in growing sales through effective merchandising strategies.
* Ensure that Frozen Food conditions involving department appearance, quality, safety, and food safety are consistently maintained at the highest level.
* Perform various department functions as needed to meet production and customer service guidelines.

Position Held : Accountant (Part Time Employee)

Organization : Suhaib Gulzar Private Ltd Co.

Duration : Dec 2011 – Feb 2013

Company’s Profile : Leading in stitching of Men’s ready to wear Suits

Responsibilities:

* Auditing of vendor accounts and adjusting.
* Create and analyze monthly reports
* Process daily, monthly, and quarterly journal entries according to monthly close schedule.
* Assist in month end closing of revenue ledgers with closing schedules and account reconciliations.

Position Held : Sales Representative / Crew Trainer (Part time Employee)

Organization : Macdonald’s International Company

Duration : Feb 2010 – October 2011

Company’s Profile : Fast Food Company

Responsibilities:

* Engaging with customers and assisting them in fulfilling their needs.
* Verifies & Confirms customer orders and delivery expectations.
* Greeting and assisting all customers, potential customers, and co-workers in a professional and courteous manner
* Lots of initiative, ability to handle stressful situations
* Serving as a role model to demonstrate appropriate behaviors.

**SUMMARY OF SKILLS:**

* Multi-Tasking
* Focus 7 Software
* MS Office
* Team-Working
* Strong Communication
* Management Support
* Individual Work
* SAP Business One
* Time Management
* Customer Care
* Strong Reporting
* Social Media Skills