



Muhammad Waqas Arif

Sales Professional

STATEMENT

An Office & sales management professional with 15 years' experience in the sales Marketing & Office, I have worked on Pharmaceuticals Industry, Telecom Industry and Consultant Organization. I have a proven track record of developing new business and motivating a team to consistently exceed targets and Office Management with a proven ability to establish & maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company & archiving procedures. currently looking for a suitable Office or Sales position

WORK EXPERIENCE

Aug 2022 **Sales Supervisor (SALES) - SASTA TICKET TRAVEL LLC**
TILL DATE UAE

Aug 2021 **Sales Promotion Officer - Le-Mendoza Pharma (Pakistan)**
Feb 2022

- Controls, directs and co-ordinates sales and marketing services in region to achieve sales targets and related objectives.
- Allocates and supervises SPOs in a region to ensure effective coverage of the designated market segments.
- Provide on the job training / coaching to SPOs to develop their skills and improve effectiveness.
- Conducts sales meetings and communicates new strategies to the sales force
- Assists in establishing sales targets and budgets.
- Serves the needs and requirements of a few key customers/opinion leaders
- Establishes and maintains relationships with distributors and customers.
- Provides key communication linkage among sales, marketing and other functions.
- Advises management on consumer trends and feedback.
- Visit 50-100 key customers (doctors) independently, on monthly basis. Train and develop a successor

Dec 2020 **Digital Financial Executive - HR Perfect**
Mar 2021 Retail Development of Merchant on boarding

- Manage 8 Members of Brand Ambassador who work to create MWin market

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EDUCATION

Bachelor of Arts

University Of the Punjab,
Lahore, Pakistan

2006 / 2008

PROFESSIONAL CERTIFICATION

Diploma in Computer Science

Certificate # SCC-12
March, 2002

PMD

Certificate # PMD
Sep, 2001

SKILLS & CORE COMPETENCIES

VALID UAE DRIVING LICENSE

In-depth knowledge of Document Management, Transfer, Preservation and Maintenance

Familiar with the Methodology and Procedures of Sales Management

Achieve the assigned assignment within the Time

Excellent Management, Communication, Organization and Interpersonal skills

Extensive knowledge of Electronic Document Management systems

Microsoft Operating Systems.

Apr2015
Dec2020

Territory Sales Supervisor - JAZZ PMCL

- Training of Sales team DOs
- New JL retailer and BVS addition
- Active JL, BVS, and MFS retailers
- M-Wallet activations and follow-up
- Gross Add
- Issuance
- Loading
- A2A
- Under my supervision my franchise won International Trip on JAZZ CASH promo.
- Under my supervision my franchise won International Trip on Gross Add promo.
- Won 6 times Eid Promo.
- 22% growth over the last year at ID: 7340 FTY 2016
- Won Champion Promo in the year 2017
- Completed all assign targets on every month.

PERSONALITY TRAITS

Excellent Management Skills

Tendency to Accelerate the Progress

Strong leadership qualities

Ability to use initiative and adopt a proactive approach

Creative, Innovative, Truthful, collaborative, Interparental, Customer Obsessed

LANGUAGES

April 2013
April 2015

Sales & Distribution Supervisor - Telenor Pakistan

- Coordinate sales distribution by establishing sales territories, quotas, and goals.
- Establish training programs for retailer sales representatives.
- Analyses sales statistics gathered by staff to determine sales potential
- Inventory requirements and monitor the preferences of retailers and customers.
- Develop and execute sales strategies
- Coordinates the transfer of documentation between companies, vendors, and contractors according to Corporation standards and procedures.

Urdu	Native
Punjabi	Native
English	Fluent

June 2009
July 2012

Sales Promotion Officer - Global Pharmaceuticals pvt, Ltd. Pakistan

- Coordinate sales distribution by establishing sales territories, quotas, and goals.
- Develop and execute sales strategies
- Coordinates the transfer of documentation with in company according to Corporation standards and procedures.

DETAILS

Date of Birth	20-Aug-1985
Nationality	Pakistani
Religion	Islam
Marital Status	Married
Passport No.	FZ1985792
Visa	Employment Visa

April 2008
May 2009

Office Manager - Professional Engineering Associates pvt Ltd. Pakistan

Aug 2007
March 2008

Computer Operator - National Logistics Cell (NLC). Pakistan

Aug 2005
Aug 2007

Office Assistant - Zeeruk International Pvt Ltd. Pakistan

April 2005
Aug 2005

Data Entry Operator - Japan International cooperation Agency (JICA). PAKISTAN