








Muhammad Waqas Arif

Sales & Distribution Supervisor

-  waqasarif815@gmail.com
-  Dubai, United Arab Emirates
-  +971552404667
-  www.linkedin.com/in/muhammad-waqas-arif-359a69102
-  Pakistani
-  Married
-  20/08/1985



PROFILE

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

EDUCATION

Bachelor of Arts (University of The Punjab) 2008

PROFESSIONAL EXPERIENCE

Sales Supervisor (Sasta Ticket Travel) , UAE

08-2022 to till date

- Provide leadership and guidance to site managers and operational teams, fostering a positive work environment, promoting teamwork, and facilitating professional development. Manage daily operations across multiple sites, ensuring smooth and efficient workflows, adherence to operational standards, and achievement of key performance indicators (KPIs).
- Develop and implement operational strategies aligned with organizational goals, identifying opportunities for process optimization, cost reduction, and performance improvement. Set performance targets, monitor progress, and implement performance improvement initiatives to drive operational efficiency and meet or exceed operational goals.

Sales Promotion Officer – Le-Mendoza Pharma, Pakistan

08-2021 to 02-2022

- 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

Digital Finical Executive – HR Prefect, Pakistan

12-2020 to 03-2021

- Retail Development of Merchant on boarding
- Manage 8 Members of Brand Ambassador who work to create Mwallet in market

Terriotry Sales Supervisor – JAZZ PMCL, Pakistan

04-2015 to 12-2020

- Training of Sales team DOs
- New JL retailer and BVS addition on boarding
- Active JL, BVS, and MFS retailers
- M-Wallet activations and follow-up
- Gross Add
- Issuance
- Loading

Sales & Distributation Supervisor – Telenor, Pakistan

04-2013 to 04-2015

- 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.
- Coordinate sales distribution by establishing sales territories,quotas, and goals.

OFFICE MANAGER – PEAC pvt ltd , Pakistan

04-2008 to 03-2013

- Oversee daily office operations and procedures.
- Manage office supplies inventory and place orders as necessary.
- Handle incoming and outgoing correspondence, including emails, mail, and phone calls.
- Schedule and coordinate meetings, appointments, and travel arrangements for staff.
- Manage office space, including seating arrangements and office layout.
- Coordinate with IT support to ensure office technology is functioning properly.
- Assist with budgeting and expense tracking.
- Handle accounts payable and receivable.
- Process invoices, receipts, and reimbursements.
- Manage petty cash and reconcile office accounts.

SKILLS

- English Fluent Speaker
- CRM Software
- Computer Knowledge
- Customer Handling
- Team Building

LANGUAGES



LICENSE

- UAE VALID LIGHT VEHICLE DRIVING LICENSE