

# MUHAMMAD SAAD

MBA  
Marketing  
Assistant Manager (Sales and Material Control)  
Pak Suzuki Motor Company Ltd



# MUHAMMAD SAAD

**PERMANENT ADDRESS**  House no 39, Railway Scheme no 4, Chaklala Rawalpindi Cantt.

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## PROFESSIONAL PROFILE:

Budding marketing professional with post graduate degree in marketing from Preston University, Main Campus Islamabad. I am currently working in one of the leading multinational organization as Assistant Manager (Sales and Material Control) in After Sales Department with invaluable knowledge of Sales, Inventory control, Forecasting and achieving monthly targets North region. I possess excellent analytical skills and have the ability and experience to relate to a wide range of people.

## ACADEMIC RECORD:

<b>MBA in Marketing</b> Preston University- Main Campus- Islamabad.	<b>2018</b>
<b>Bachelor of Commerce(IT)</b> University of Punjab Lahore	<b>2012</b>
<b>F.Sc (Pre-Medical)</b> Federal Board of Intermediate and Secondary Education Islamabad F.G Quaid E Azam Scheme III Rawalpindi Cantt.	<b>2009</b>
<b>Matriculation (Science)</b> Federal Board of Intermediate and Secondary Education Islamabad Army Public School and College System Chaklala Rawalpindi Cantt	<b>2007</b>

## WORK EXPERIENCE:

Sector	Designation	Major responsibilities
<b><u>AUTOMOBILE</u></b> <b>(PAK SUZUKI MOTOR COMPANY LIMITED)</b>	<b>Assistant Manager</b> <b>(Sales and Material Control)</b>  <b>January, 2014 - Present</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Development of after Sales Service Index, Corporate Identity Image through strengthening of dealership spare parts related activities.</li> <li><input type="checkbox"/> Planning &amp; formulating strategies for parts marketing. Development of Customer Satisfaction Index.</li> <li><input type="checkbox"/> Correspondence for parts ordering and follow-up of parts schedule.</li> <li><input type="checkbox"/> Assessment of dealerships for ranking.</li> <li><input type="checkbox"/> Meet parts and accessories sales targets on monthly, six monthly and annual bases.</li> </ul>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate and see all activities with Total Pakistan Limited who is the supplier of oil for PAK SUZUKI and Pak Suzuki dealers on a large scale.</li> <li><input type="checkbox"/> To organize training programs for dealer's parts managers &amp; customer care staff at dealerships related parts warranty.</li> <li><input type="checkbox"/> Dealer development activities &amp; up-gradation of ware houses.</li> <li><input type="checkbox"/> Media planning for the promotion of Suzuki genuine parts.</li> <li><input type="checkbox"/> Parts network expansion at regional-level.</li> <li><input type="checkbox"/> Writing replies to dealer's complaints &amp; queries.</li> <li><input type="checkbox"/> Visits of North Region dealerships</li> </ul>
<p style="text-align: center;"><b><u>AUTOMOBILE</u></b></p> <p style="text-align: center;"><b>(PAK SUZUKI DEALERSHIP)</b></p>	<p style="text-align: center;"><b>(Sales Department)</b></p> <p style="text-align: center;"><b>August, 2012 to January, 2014</b></p>	<ul style="list-style-type: none"> <li>▪ Responsible for assigned sales targets (monthly, quarterly and annually).</li> <li>▪ Goals set for month, maintaining relationship with target customers, ensuring high rate of return on investment, sales support and sales.</li> <li>▪ Maintaining stock as per norms, Document collection, and provide daily updated data.</li> <li>▪ Promoting the Brand &amp; Encouraging the Sales through various Promotional Activities, Establishing a healthy relationship with local dealers.</li> <li>▪ Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing And maintaining stocks, Data Entry, Networking with different stake Holders and organization.</li> <li>▪ Proper execution of order and deliver it on time.</li> </ul>

## COMPUTER SKILLS & OTHER ABILITIES:

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	MS Word 2016	Excellent	Currently Using
2	Excel 2016	Above Average	Currently Using
3	PowerPoint 2016	Above Average	Currently Using
4	ERP/I-Series/Web Portals	Above Average	Currently Using
5	Presentation/Communication	Above Average	Currently Using

## CERTIFICATE/TRAINING:

- Stay well
- Business Communication Skills
- Self-Management for Productivity Improvement

## HOBBIES/INTERESTS:

- Watching News
- Watching Cricket
- Listening Music

## PROJECTS:

- Live Stock Portal
- Automated ordering System

## PERSONAL DETAILS:

**Date of Birth:** October 26th, 1991

**Nationality:** Pakistani

**N.I.C. # :** 37405-7497096-1

**Marital Status:** Single

**Email :** [msaad0961@gmail.com](mailto:msaad0961@gmail.com)

**Current Address:** House no 39, Railway Scheme no 4, Chaklala Rawalpindi Cantt.

## REFERENCES:

Will be furnished on demand