# Nauman Aftab

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### Summary

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Sales specialist with a comprehensive background supporting sales/account management team and also teamwork, computer and interpersonal skills. Accomplished Sales and Customer Service Specialist experienced in turning excellent service and sales strategies into bottom-line results in customer loyalty and increased profitability. Solid background in building customer relationships and exceeding sales expectations. Strong team leadership and committed to excellence through producing positive results and customer satisfaction. Self-motivated, punctual and reliable as well as verbal and written communication skills. Exercises exceptional judgment and works both independently and within a group setting.

### Work experience (4 Years & 3 Months)

###### Jan-2017 to Dec-2019

##### Hascol Petroleum Limited

#### Retail Coordinator

* Coordinate with dealers for PMG, HSD and Lubricant orders.
* Visit on site for site inspection, dealers meeting, NRO, other documentation, etc.
* Compiling and analyzing sales figures and also implemented sales strategies of the company.
* Increasing sales volume of PMG and HSD and reaching given targeted.
* Motivate to dealers to reach theirs individuals targets.
* Keep update with customer feedback and competition dynamic.
* Coordinate with logistic department i.e. PARCO, HPL-Depot, Sahiwal-Depot, and PSO Bulk Oil Depot for TLs manage and orders execution.
* Coordinate with carriage contractors for TLs.
* Maintenance ledger in excel for reconciliation and record keeping for payments both manual and excel.
* Recovery collection from credit parties.
* Making line-plan for new proposed site.
* Customers account ledger maintains.

###### Jan-2016 to Dec-2016

##### Hascol Petroleum Limited

#### Sales & Admin Support

* Receive and deposit all revenue.
* Support sales managers for given and complete targets.
* Up to date with dealer’s feedback and analysis the sales issued.
* Account ledgers checking.
* Mailing payments to Account department on daily basis.
* Order Execution, generation, cancellation.
* Book and record keeping.
* Coordinate with Head Office for indents and credits.

###### Oct-2015 to Dec-2016

##### Hascol Petroleum Limited

#### Management Trainee

* Admin affairs i.e. office impress, monthly bills and other office related issue.
* Office maintenance.
* Document Scanning / Faxing.
* Event Planning and Customer Service.
* Sales Sheet update.
* Indents and credit mail.

### Education

###### 2016-2018

##### Punjab Group of College

##### 3.07/4

#### M.Com (Accounting & Finance)

**Related Coursework:** Managerial Economics, Corporate and Commercial Law, Communication and Professional Development, Organizational Behavior, Tax Management, Business Finance, Managerial Accounting, Portfolio Management, International Business

###### 2013-2015

##### Punjab Group of College

##### 2.89/4

#### ADP (IT Management)

**Related Coursework:** Accounting, Business Mathematics, Management, Marketing, Object Oriented Programming, Database Management, Networking, E-Commerce

### Area of Expertise

* Business Development
* Relationship Building
* Retail
* Sales
* Microsoft Office
* Sales Operation
* Team Work
* Key Accountant Management
* Analysis
* Logistic Management
* Communication
* Customer & Staff Relations
* General Management
* Personnel Development
* Profit Maximization
* Cost Control/Reduction
* Risk Management
* Customer Satisfaction
* Problem Solving
* Negotiation Techniques