
MUHAMMAD NAVEED AWAN

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Why Muhammad Naveed Awan?

- ❖ Self-motivated sales professional with vast exposure in areas of the sales & marketing
- ❖ Progressive experience in B2B marketing roles
- ❖ A passionate sales professional having exposure of round 9 years in sales and business development

Areas of professional strengths and skills

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|-------------------|--------------------------|-------------------|
| • Result Oriented | • Relationship builder | • Sales operation |
| • Market Research | • Negotiation skill | • MS Office |
| • Multitasking | • Problem solving skills | • Team Work |

Work Experiences

Hassaan and Raffae Pvt Ltd Jan-2021-Cont..

Serving as a “**Regional Sales Manager**”, the core responsibilities of my role comprise the points below;

- Attain our sales objectives within our regions
- Leading and developing a high performance sales team
- Meeting existing client and prospecting new customer’s to drive sales and prompt our products
- Analyze market trends and discover new opportunities for growth

CCTH (Crown Chemical Trade House) Mar-2020 — Dec-2020

- In my roles as “**Sales Representative**”, my key responsibilities encompass;
 - Built relationship with customer’s
 - Visit customer’s for introducing products and taking orders
 - Achieve monthly sales target with sales team
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First Imrooz Modoraba (Imrooz group)**Nov- 2015 — Feb-2020**

As a “**Commercial Executive**”, my core responsibilities including;

- Visit customer’s
- Achieve monthly sales target with sales team
- Assist to Associate Business Manager & Business Manager
- Check daily customer outstanding sheet & inform to concern person
- Maintain daily Sales & Recovery statement (Manual)

Minhaj College for Women, July-2013 —Jan- 2015

As an “**Office Superintendent /Transport Officer**”, my primary duties are following;

- Manage office daily operation
- Rule & policy apply at examination department according to Decision by Minhaj University & BISE Lahore.
- Issue result card.
- Type question paper in English, Urdu, & Arabic font & make confidential.
- Student setting plan & arrangement according to exam.
- Transport policy for personal & private use
- Monthly statement vehicle used

Minhaj College for Women, Jan 2011 — Oct 2011

Working as “Assistant Controller Examination”, the main activities of my job include the following;

- Type question papers
- Making the consolidated result sheets & result cards
- Issued result card
- Maintain file & folders
- Keep record manual & computerized

Al-Ameer Computer College, July 2010 — Aug 2010

Completed an internship program at Al-Ameer Computer College, Where I have applied my theoretical knowledge in a practical environment to enhance the following skills;

- MS Office Skills
- Window & Software Installation
- Solve Customer’s issues.

Academics profile

Qualification	Board/University	Year of passing	Major subject	Grade/Marks
BBA (Hons)	Minhaj University	2016	Marketing & Finance	2.71 CGPA
HSSC	BISE Lahore	2010	Banking & Accounting	49
SSC	Imtiaz Public High School	2008	Computer Science	52.8

Certificates/Achievements

- Diploma in Computer Application & Date Base Management (14 month)
 - MS Office (Word, Excel, Power point, Access, Outlook)
 - Corel Draw, In-page
 - Windows Operating Systems
- Best performance certificate awarded by “**Minhaj College For Women**”
- Appreciation certificate awarded by “**Vocational Training Institute**”
- Sport certificate awarded by “**Imtiaz Public School**”
- Provisional & character certificate awarded by “**Imtiaz Public School**”
- Certificate of merit awarded by “**Minhaj College for Women**”
- Participation in One-Day Training Course- Awareness to ISO 9001:2011