

SYED BILAL KIRMANI

Assistant Manager Sales&Marketing



CONTACT

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SKILLS

Devoted and Loyal



Ms excel



Oracle application



Service Focused



Problem solving



LANGUAGES

English



Urdu



PROFILE

Objective To seek a challenging & career oriented position in a dynamic organization to enhance my knowledge & Skills and contribute towards the success of organization.

EDUCATION

Matriculation, Lahore Garrison Grammer School, Lahore

Mar 1998 - Mar 2011

F.S.C Pre-engineering, Forman Christian college, Lahore

Aug 2011 - Aug 2014

B.B.A(HONS) Marketing, University of Agriculture Faisalabad, Faisalabad

Oct 2014 - Jun 2018

M.B.A Marketing, National University of modern langauages, Islamabad

Feb 2019 - Jun 2020

EXPERIENCE

Assistant Manager Sales & Marketing, House Building Finance Company LTD,
Lahore

Aug 2022 - Present

Responsibilities:

- Understanding and updating of daily MIS for proper status communication.

· Support Branch for Sales, Marketing and Lead referrals.

· Provide maximum facilitation to business channels for end to end processing of Housing Finance cases.

· Meeting with customers to understand their income sources, nature of business and family background etc., wherever required.

· Ensuring accuracy of Sales Forecast/Projections for onward communication of numbers to management.

Assistant Marketing and supply chain manager, Maple leaf cement factory
LTD, Lahore

Jul 2021 - Jul 2022

Responsibilities:

- Create daily MIS reports to see the casflow of customers and making daily recovery sheets share with regional offices to take payments from dealers on daily basis.
- Daily recovery meeting with regional heads and higher management to reduce credit, high retention, high tonnages in cement market.
- Daily making block list of customers due to slow recovery of payments and recieved goods more than due payments.
- Bad customers of company conduct meeting with legal teams to take action against them.

Senior Marketing and supply chain executive, Maple leaf cement factory LTD, Lahore

Jun 2019 – Jul 2021

Responsibilities:

- Appointed in credit control department to review recieveables on daily basis.
- On daily basis generate collection report in supply chain system and generate reports in excel sheets for recieveables.
- Dealing with customers account forms to generate accounts in supply chain management and allocate capacities according to company policy.
- Working on system reports to match soft ledger with financial ledger at end of every month.
- Start of every month working on customers signed ledgers and match balances with our system reports.

Sales executive, Maple leaf cement factory LTD, Lahore

Aug 2018 – Jun 2019

Responsibilities:

- Daily visiting dealers to complete tasks of collection and sales.
- Through geo tagging monitoring the performance of sales officers.
- Doing recovey meeting with customers to recover payments.
- Also interact with new customers for new dealership and increase realtionship with loyal customers.

INTERNSHIPS

Marketing Department Internee, Maple leaf cement factory LTD, Lahore

Jul 2017 – Aug 2017

REFERENCES

Syed hanfi peer, hanfi.peer@kmlg.com, Maple leaf cement factory ltd,
0310-7779055