

# MUHAMMAD ABU BAKAR

CORPORATE SALES & TENDER  
PROFESSIONAL  
ELECTRONICS & SOLAR

## Professional Sales Career

Competent diligent & oriented sales professional with excellent & rewarding career of over 8 Years.

Sales & Management professional with a proven track record of delivering world class business results, sourcing and developing new sales and marketing strategies planning, implementing and organizing programs.

Looking to make a continued significant contribution for a company that offers an opportunity to justify my position by exhibiting the utmost skills and efficiency I have.

### AREAS OF EXPERTISE

I reaching out to inform you that I possess comprehensive knowledge and expertise regarding the **Tendering Process** and the specific **Government & Private tender Opportunities** currently available. If your company is interested in participating in any upcoming Tenders Corporate Sales, I would be happy to offer my support and guide you through the entire process.

#### My Expertise:

Government & Privet Tender	Corporate Sales	Other expertise	Invoice
<ul style="list-style-type: none"><li>• Tender Management</li><li>• Tender Response</li><li>• Tender Evaluation</li><li>• Submitting Tenders</li><li>• Tender Documentation</li><li>• Tender Quotation</li><li>• Preparing Tenders</li><li>• Tender Administration</li><li>• Project Cost Estimation</li><li>• Loss Prevention</li><li>• Time Management</li><li>• Supply Manage</li><li>• Installation Management</li><li>• Payment Management</li></ul>	<ul style="list-style-type: none"><li>• Sales Management</li><li>• Corporate Local Scoter Sales</li><li>• Credit sales &amp; Cash sales Management With Tax</li><li>• Corporate Online sales</li><li>• Digital Sales</li><li>• Negotiation</li><li>• Private Sector</li><li>• Find new customers</li><li>• Customers dealings</li><li>• Find New Vendor</li><li>• Supply Management</li><li>• Payment Management</li><li>• Installation Management</li><li>• Time Management</li></ul>	<ul style="list-style-type: none"><li>• Electronics Sales Supervision</li><li>• HVAC Systems Heating Ventilation &amp; AirConditioning (HVAC)</li><li>• Microsoft Office</li><li>• Communication Skills</li><li>• Process Management</li><li>• Contract Management</li><li>• Budget Analysis</li><li>• Digital Marketing</li><li>• Web Development</li><li>• Marketing Tactics</li><li>• Dealership Management</li><li>• Market &amp; Competitor Analysis</li><li>• Team Development</li></ul>	<ul style="list-style-type: none"><li>• Tax invoice</li><li>• GST invoice tax</li><li>• POS invoice</li><li>• Quotation</li></ul>
<ul style="list-style-type: none"><li>• Understanding the <b>eligibility criteria</b> for government tenders</li><li>• Assisting with the <b>preparation of tender documents</b>, including technical and financialproposals</li><li>• Providing insights on how to meet <b>local compliance requirements and regulations</b></li></ul>			

- Offering guidance on how to present a competitive and well-structured proposal  
Ensuring all deadlines and procedural steps are adhered to for successful submission
- If you are looking to tender for any current or future opportunities, please feel free to reach out to me. I would be more than happy to discuss how I can assist you in securing a successful bid.

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS



OCT 2025 –

**DWP Technologies Pvt. Ltd (Gree & Ecostar)**  
**ASSISTANT CORPORATE SALES, MANAGER & TENDER SPECIALIST**

### **Work Objective:**

Dynamic and results-oriented sales trainer with a proven track record of enhancing sales performance through effective training and development programs. Skilled in equipping sales teams with the tools and techniques needed to successfully engage customers and drive product sales. Seeking to leverage my expertise in a challenging role to contribute to the growth and success of a forward-thinking organization.

### **Working Area:**

ISLAMABAD, RAWALPINDI, OVERALL PAKISTAN.

Apr 2025 – OCT 2025



**BOLT SOLAR CO COMPANY**  
**CORPORATE SALES ASSISTANT, MANAGER & TENDER SPECIALIST**

### **Work Objective:**

Results-driven and detail-oriented Solar Sales & Tender Specialist with a strong background in renewable energy solutions, aiming to leverage expertise in tender management, client relationship building, and technical sales to drive sustainable growth for a forward-thinking organization. Committed to delivering high-quality proposals,

securing key contracts, and supporting the adoption of clean energy technologies through strategic sales initiatives and efficient bid processes

**Working Area:**

ISLAMABAD, RAWALPINDI, OVERALL PAKISTAN.

OCT 2023 – 2024



**JAPAN ELECTRONICS**  
**CORPORATE SALES ASSISTANT MANAGER**  
**NOVEMBER 2023 – TILL TODAY**

CORPORATE SALES & Tenders Overall Pakistan  
Working Area (Rawalpindi, Islamabad & Outstation Pakistan)

**Skills Expertise:** *Experienced in Preparing and Managing.*

- **CORPORATE SALES**
- **Tenders**
- **Quotation**
- **GST Invoice**
- **POS Invoice**
- **Bill**
- **Products Trainer**
- **Installation Management**
- **Product Delivery Management**
- **Client Management**

**Tender Major Projects:**

**Win Tender and Close**

1. IESCO ISB
2. Virtual University Overall Pakistan
3. NUMS University ISB
4. NUP University ISB
5. IRNUM Peshawar
6. Civil judge division Overall Pakistan
7. Nai Zindagi Trust Overall Pakistan
8. State Life Insurance Corporation of Lahore Pakistan
9. Quaid e Azam University Islamabad
10. Govt Girls College F11/1
11. Survey of Pakistan Islamabad

**Tender Participate But Not Win:**

1. Comsats University Abbottabad
2. State Life Insurance Corporation of Pakistan Islamabad
3. Comsats University Sahiwal
4. ZTBL ISB
5. Comsats University Lahore
6. National TB Control Program
7. Civil judge division Peshawar  
PMU Peshawar

**ISB & Other City Client:**

More than: 150



**JANUARY 2017 – 2021**

**CHANGHONG RUBA & CHIQ ELECTRONICS COMPANY  
SALES EXECUTIVE & TRAINER**

**Work Objective:**

Dynamic and results-oriented sales trainer with a proven track record of enhancing sales performance through effective training and development programs. Skilled in equipping sales teams with the tools and techniques needed to successfully engage customers and drive product sales. Seeking to leverage my expertise in a challenging role to contribute to the growth and success of a forward-thinking organization.

**Working Area:**

Gulnoor Market RWP \ Islamabad \ Rawalakot \ Deerkot \ Kotli \ Peshawar \ Gujjar Khan \ Rawalakot \ Battagram \ Besham \ Hatia \ Mansehra \ Wah cantt \ Rawat \ Sohawa \ Dhoke Syedan \ Swabi \ Abbottabad \ Karachi \ Lahore \ Kasur Faisalabad \ Multan \ Sahiwal \ Texila / Hasanabdal / Attock / Kamra / Hazro / Muzaffarabad A.K .

**Outstation:**

Karachi \ Lahore \ Multan \ Sahiwal \ Faisalabad \ Muzaffargarh \ Sialkot

## ACADEMICS

BISE LHR — 2016

**Matriculation (Science)**

**Courses:-**

TVET FSD — 2017

**HVACR (Heating Ventilation Air Conditioning and Refrigeration)**

TVET RWP — 2018

**RPL (Recognition of Prior Learning)**

Online iSkills RWP — 2022

**Web Development**

Online iSkills RWP — 2022

**Digital Marketing**

***Computer Skills:***

FSD — 2016

MS OFFICE  
MS Excel  
POWERPOINT  
ADOBE PHOTOSHOP  
TYPING SPEED Normal

***Language:***

Urdu

Punjabi

English

## PERSONAL

### CONTACT INFORMATION:-

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

**Call No:** 0311-1545869 / 0308-4066979

**WhatsApp:** 0311-1545869 / 0308-4066979

**Address:** Government Commerce college E- Block Satellite town Rawalpindi

**Citizenship:** Pakistani

**Born:** Number 24<sup>th</sup> 1998 Punjab, Pakistan

**Marital Status:** married.