

MUNEEB ASHRAF

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PROFESSIONAL EXPERIENCE

ENCORP OPERATIONS & MAINTENANCE COMPANY

Key Account Manager

MAR2025-Present

- Conducted monthly client site visits to understand operational challenges, gather feedback, and tailor solutions—improving client satisfaction by 30%.
- Led full-cycle account management including strategic planning, pricing negotiations, and post-sale support, closing 12+ major deals annually with a 20% upsell success rate.
- Collaborated with internal teams to deliver custom solutions, resulting in faster service delivery and a 15% improvement in client project turnaround times.

DELTA TRADING & CONTRACTING

Purchasing Manager

SEP2023-Feb2025

- Streamlined the procurement process by negotiating with over 15 suppliers, achieving an average cost reduction of 20% while maintaining quality standards for client materials across multiple projects.
- Analyzed and optimized delivery schedules for more than 50 product lines, resulting in a 30% improvement in on-time deliveries and reducing excess inventory.
- Developed comprehensive documentation protocols that clarified client requirements, increasing order accuracy rates to 95% and enhancing overall customer satisfaction scores by 40%.

J & T EXPRESS

Sales Executive

APR2023-Aug2023

- Negotiated contracts with key suppliers achieving an average cost reduction of 20%, while optimizing delivery schedules based on market analysis.
- Facilitated over 100 virtual client meetings and in-person sales visits annually, leading to a 30% increase in customer engagement and retention rates through tailored solutions that addressed specific needs.
- Analyzed quarterly sales performance data across a diverse portfolio of products, identifying trends that led to a 20% improvement in closing rates.

NOWAF RASHEED YAHYAH AL HARBI TRADING ESTABLISHMENT

Operations Coordinator & Sales Executive

Oct 2018 – Mar 2023

- Processed and tracked 250+ sales invoices monthly, ensuring 100% accuracy in billing, documentation, and timely client communication.
- Analyzed sales performance data across 50+ SKUs, identifying trends that led to a 15% increase in monthly revenue.
- Coordinated with suppliers and sales teams to maintain optimal stock levels, reducing order delays by 30% through efficient planning.

EDUCATION

BACHELOR BUSINESS MANAGEMENT- UNIVERSITY OF MANAGEMENT & TECHNOLOGY, SIALKOT CAMPUS 2017-2020
PAKISTAN INTERNATIONAL SCHOOL - Hsc 2003-2017

ADDITIONAL INFORMATION

- Technical Skills: CRM & ERP Software Proficiency, Market Awareness, Negotiations & Deal closing, Performance Analysis, Inventory & Supply Chain Coordination, Client & Vendor Relationship Management
- Languages: Fluent in Arabic (native), English (native), Urdu (native), Hindi (native), Punjabi (native)