

Date of birth: 03/01/1969 | **Nationality:** Pakistani | **Phone number:** (+966) 572325643 (Mobile) |

Email address: syedraheelsajjad@gmail.com |

Residence: Yanbu Al Bahr, KSA

● ABOUT ME

I am confident in my skills, abilities, and strengths, and I want to use them to their full potential at a company that provides room for advancement. I want to expand my professional horizons by taking on demanding positions that boost self-esteem and promote lifelong learning. I firmly believe that the secret to success is hard work, and I'm determined to keep working hard to accomplish my goals and those of the company.

● WORK EXPERIENCE

02/2009 – 07/2020 – Yanbu/Al-Jubail Industrial Area, Saudi Arabia

EXPEDITOR - SUBCONTRACTS OLAYAN DESCON INDUSTRIAL COMPANY

- Managed enquiries, P.O.s, and vendor follow-ups to complete the sub-contracting cycle smoothly.
- Developed new sub-contractors and conducted vendor evaluation and re-evaluation.
- Handled new vendor sources.
- Assisted the estimation department with bids and client proposals.
- Adhered to company's core values, sub-contracting, and administrative procedures.

02/2006 – 08/2007 – Lahore, Pakistan

MARKET DEVELOPMENT OFFICER (MDO) COCA COLA BEVERAGES PAKISTAN LTD.

- Served as a key member of the Supply Chain Management at Coca-Cola.
- Oversaw sales and product distribution within the assigned area.
- Coordinated with whole salers and retailers to ensure product availability, accessibility, and visibility while encouraging sales growth.
- Discussed evolving market conditions with superiors, colleagues, and distributor sales team.
- Provided regular feedback to superiors on market and warehouse - related issues to keep them in form and updated.

05/1992 – 12/2004 – Lahore, Pakistan

DISTRIBUTION IN CHARGE/SALES PROMOTION SUPERVISOR NESTLE MILK PAK LIMITED, (HEAD OFFICE).

- Conducted routine warehouse inspection to ensure proper stacking and compliance with project stock norms.
 - Coordinated daily with the sales team to achieve sales target.
 - Conducted daily market visits to gather feedback on sales team performance.
 - Ensure proper implementation of company policies through regular market visits.
 - Monitoring the salesforce to make sure that the company schemes are being properly communicated to the market.
 - Worked as the distribution incharge, managing the warehouse operations and overseeing all essential documentation.
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● SKILLS

TECHNICAL SKILLS

- SAP – MM Module
- MS Office (Word, Exel, Outlook)
- Document control and record maintainance
- Sales and distribution management
- Inventory management and stock analysis

SOFT SKILLS

- Strong communication
- Team collaboration and coordination
- Time management and multitasking
- Result – orientated mindset
- Accountability and reliability

● EDUCATION

1987 – 1990 Lahore, Pakistan

Bachelor of Arts University of Punjab

LANGUAGE SKILLS

ENGLISH | URDU | PUNJABI

RECOMMENDATIONS

Available upon request.