

MUHAMMAD SOHAIL RAHMANI

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PROFESSIONAL SUMMARY

Results-driven Branch Incharge with proven experience in managing daily branch operations, leading teams, and ensuring excellent customer service. Skilled in overseeing sales performance, inventory control, staff supervision, and compliance with organizational policies. Demonstrated ability to achieve targets, resolve operational challenges, and maintain strong relationships with customers and stakeholders. Committed to driving branch growth, operational efficiency, and a positive work environment.

WORK EXPERIENCE

Branch Incharge. Saudi Factory for Building Materials (KSA)
(Mar 2025 - Continue)

- Oversaw daily branch operations and ensured policy compliance.
- Supervised staff and maintained smooth workflow.
- Handled customer issues and ensured service quality.
- Managed sales targets, cash handling, and inventory.
- Prepared reports and coordinated with head office.

Branch Manager (Nov 2022 - Mar 2024)
IM Enterprises PVT (LTD)

- Managed overall branch operations and team performance.
 - Achieved sales targets and improved branch profitability.
 - Ensured excellent customer service and issue resolution.
 - Supervised staff, inventory, and cash handling.
 - Prepared reports and coordinated with head office.
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EDUCATION

Bachelor of Science in Accounting & Finance (In Progress)
Virtual University of Pakistan - (Online)
March 2025 - Present

High School Certificate
Government Degree college kabal Swat - Pakistan
2016-2018

CERTIFICATIONS

- * NESMA – E-INVOICING (FATOORA) in KSA | Completed: Nov , 2025
- * NESMA – Body language and its impact on Sales | Completed: Nov , 2025
- * GDS (Global Distribution System)
- * ERP (Onyx , Focus, SAP)

CORE SKILLS & COMPETENCIES

- * Office Administration & Operations Support
- * Customer Service & Client Engagement
- * Data Entry & Record Management
- * Accounting
- * Warehouse Management
- * Inventory Management & Control
- * Stock Balance Management
- * Items Movement Reporting
- * E-Invoicing and VAT invoicing
- * Customer Statement management
- * Stock movement and Balancing
- * Microsoft Office (Excel, Word, Outlook)
- * Communication & Call Handling
- * Customer Aging Management
- * ERP & Digital Tools (SAP, ONYX, FOCUS)
- * Multitasking & Time Management
- * Professional Reporting & Documentation
- * CRM & Database Handling

LANGUAGE PROFICIENCY

- * English - Proficient
- * Urdu – Native
- * Arabic - Proficient
- * Pashto - Native

AVAILABILITY & WORK STATUS

- * Location: Dammam, Saudi Arabia (Easy to Relocate in other cities or sites)
- * Visa Status: Valid Iqama (Transferable)
- * Availability: One Month Notice period