



SAAD HASHAM KHAN

“READ- THINK- LEAD”

PROFESSIONAL OBJECTIVE

Looking for new career challenges with a top producing Management & Administrative Professional. To work with an aim to gain valuable hands on experience and professional skills. Eager to contribute highly applicable skills in the competitive and challenging environment. Achievement of given responsibilities for better result. Always striving for knowledge and at the same time delegating it to the peers and to sure a job and gain knowledge, experience in my field for the better future.

ACADEMIC ACHIEVEMENTS

EDUCATION	MAJORS	YEAR	INSTITUTION	CGPA/ DIV
M. Phil	Finance	2016	University of Lahore (Research Work in Progress)	In Progress (3.00/4.00)
MBA	Finance	2010	Comsats Institute of Information Technology, Lahore	75 %
B. Com	Commerce	2007	Govt M.A.O College, Lahore.	1 st Div.

PROFESSIONAL SKILLS

- Exceptional problem solver and decision maker with diverse experience in finance and all aspects of office operation as well as expertise in accounts,
- Ability to handle pressure along with maintaining quality of work and management satisfaction.
- Competent multitask handler who adheres to proper policies and procedures.

PROFESSIONAL EXPERIENCE

ENGINE PARTS DISTRIBUTOR (PVT) LTD, Lahore. (Authorize Distributor of INNIO POWERUP) (ALBARIO GROUP OF COMPANIES)

Oct 2019 ~ Till Date

Assistant Manager Sales

Key Responsibilities:

- Responsible for Direct sales of INNIO POWERUP products of Jenbacher Gas Engine Sales throughout the country (South + North + Central Region).
- Visit to customers on regular basis, discuss technical and commercial terms with them against their Jenbacher Gas Engines query, and assists them to overcome the problem they are facing.
- Generation of Local currency (In PKR) and Import currency (Euro) quotes as per customer demand.
- Follow up through emails and voice calls for the quotation generated.
- Responsible to manage, arrange and release the Inventory according to companies rules, regulations and standards.
- Maintain the minimum stock level and reordering the Parts from our principal INNIO POWERUP AUSTRIA against Letter of Credit.
- Manage the service team with the help of Service department and make sure service team response to customer positively and reach at site timely.
- Daily basis keep in touch principal INNIO POWERUP in order to call for Import quotation and Proforma invoices as per customer demand. Also, keep in touch for any update in technical data.
- Follow up with our Principal regarding LC transmission and shipping process alongside arrangements of concern documents of LC like Packing List, Commercial invoice, Airway bill etc.
- Make sure and push the Principal for timely delivery of parts against LC.
- Reported to Country Head and Owners of company directly regarding every matter assigned by the management.
- Keep and maintain the proper quotations, Business achievement, and commission statements record and present the management accordingly.
- Assist the IT and SAP (Business Software) team to make the Business Module B1 in running position and advise them with the complete workflow of EPD department.
- Working as bridge and communicator between EPD department and other supporting department for smooth work process.
- Draw and present the future business growth and forecast with the complete budgeting for next

CONTACT

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PERSONAL DETAIL

Father's Name

Wirasat Ali Khan

Date of Birth

June 25th, 1986

Marital Status

Married

Nationality

Pakistani

Religion

Islam

FIELDS OF INTEREST

- Sales & Marketing.
- Management & Administration

ACHIEVEMENTS &

CURRICULUM ACTIVITIES

1. Attend one-day Seminar on Factory and Workshop safety and First Aid Training with CPR at Orient Energy Systems Lahore.

2. Arranged a workshop titled as **Guidance to Road and Safety Measures**, for all the departments led by Motorway Police Senior officers.

3. Attend one-day seminar on **“SUPPLY CHAIN MANAGEMENT”** held at Pakistan Industrial Training and Technical Assistance Lahore.

4. Take Training on English Spoken in **American Accent** for call center from HRDC institute at Lahore.

5. Present idea of Precious Stone in Symposium and Exhibition of Strategic

Entrepreneurship held at CIIT.

6. Active Participant in 2nd Comsats International Business Research Conference held at CIIT.

CERTIFICATIONS & PROJECT'S:

The Bank of Punjab:

"The Bank of Punjab" is one of leading Government Owned bank in Pakistan. Complete my 6 weeks Internship in this organization and work in **"Credit Department", "Operation Department", and "As a Teller"**. I present report on this bank and compare his last 10 financial years report with another bank like NBP, HBL.

Mobilink Telecom Pakistan

Mobilink GSM is the largest and most profitable telecom organization in Pakistan. We did research and meet with their higher and Executive level authorities and discuss with them about Mobilink. We create an idea of "New Product Development". Also analyze their statement with telecom industry and estimate their profit valuation.

Project Management:

Attended Lectures on **Project Management Certification (PMP)** from PITAC at Ferozpur Road, which is a Government Institution. The duration of course is 08 weeks, the main material object is PMBOK, and Federal Government awards the degree. While going through the course come to know what actually project is, how to deal with it, what steps are necessary in running a successful project.

financial year with help of my team.

- Arrange seminars and ceremonies of EPD for customer time to time.
- Raise and justify the customer complaints against the parts and raise the Warranty cases accordingly.

ORIENT ENERGY SYSTEMS (PVT) LTD, Lahore. (Authorize Distributor of GE/ INNIO POWERUP)

Dec 2016 ~ Oct 2019

Regional (North) Executive

Key Responsibilities:

- Generation of Quotation as per given detailed and send to customer including Offer, Technical Specification Sheet, Fuel Consumption, Spare parts detail etc.
- After maturing quotation make agreement and get it signed by customer & H.O.D and send to Karachi H.O for compliance purpose.
- Responsible for "Sales and Marketing" of Gas Generators for complete region.
- Arrange miscellaneous documents like CHAMBER OF COMMERCE, Income tax certificate, SECP certificate in order to complete know your customer form.
- Arrange Proforma Invoice from H.O and sent to customer for opening of L/C.
- Follow up with customer for opening of LC and when draft of LC received sent it to H.O Commercial department for review and revert to customer for finalization.
- Prepare feasibility reports, comparison of gas generator with competitors upon demand of customer.
- Coordinate and assist Engineering department for initial working of Layouts, drawings and Techno Commercial Proposals.
- Responsible to collect relevant data for opening of Customer Account in AX Dynamics Software.
- Coordinate with Product Support Service department upon arrival of genset for PDI, Commissioning and Installation.
- Generate Goods Received Note for local shipments, Make Sales Order, DR and DC in software AX Dynamics in absence of office staff.
- Timely and efficient preparation of tenders and projects management.
- From beginning to end keep in touch with the client and if any amendment raises in LC or in offer coordinate accordingly for revision.
- Make and arrange meetings of G. M's, Directors with customers in respective for sales as well as attend internal daily meetings.
- Making the SOP's with consensus of Finance, Sales Admin and Service Deptt.
- Keeping the complete record of parts that issued to customer.
- Keeping record for short shipments and pursuit relevant department for its execution and keep in touch with Principal for timely delivery.
- Strong liaison with Commercial department for genset prices, offers submission, LC matters and other relevant customer matters happens daily basis.
- Complete record of Auxiliaries, Technical Data pertaining to any Gas Genset and Chillers for Waste Heat Recovery and timely required for revisions.
- Make and keep all record regarding short shipment of parts for customers and make per unit costing of each spare parts with help of commercial department along with handling of Gas Sales Spare parts inventory for emergency.
- Interact with Service department, Parts department and with Technical Support and Warranty department in case of issues related to parts for customers.
- Coordinate with the Engineering department for Operation Philosophy, SLD'S, pre and post sales ordering etc.
- Determine and execute the Yearly targets according to current market conditions after meeting with General Manager and Director Sales.

GREAVES PAKISTAN (PVT) LTD, Lahore.

AUG 2015–December 2016

Regional Rental Sales/ Operation Coordinator

Key Responsibilities.

- Generation of Quotation as per given detailed by Sales Personal and send to customer with generation of Sales Quotation from SAP.
- After maturing quotation make agreement and get it signed by customer & sales personal as well to get approval from Director for Mobilization of Gensets.
- Responsible for "Sales and Marketing" of Rental Generators for complete region.
- Arranged the transporter to Load genset for customer site.
- Keeping all the record of custom documents of all gensets and given to transporter in time of mobilization of gensets.
- Responsible to arrange Pre-Delivery Inspection of genset, arrange site visit for customer for load

- test, arrange team for commissioning and installation of gensets.
- Keeping strong liaison in between Sales and Operation departments.
- Attend complaints whether directly from customer or from assigned operators at site and arrange team ASAP with approval of higher authorities.
- Prepare maintenance Schedule of all gensets whether deployed at sit or at yard.
- Follow up with customers to collection of debts from each client with in specified given of time and deposit the Cheques in finance department.
- Generate all kind of rental invoices and credit note in SAP and send to customer.
- Identify research and pursue key growth opportunities within marketplace.
- Responsible to make monthly salary of deployed operators.
- Collect and update Field Service Reports from Service department.
- Timely and efficient preparation of tenders and projects management.
- Liaison with HO for timely payments, parts issuance, insurance claims etc.
- Reconciliation of Ledger of customers.
- Make Pre-& Post Budget for rental department.
- Arrange and manage all operator activities directly linked to Rental Sites and depute them to relevant sites as per their relevant experience.
- Make and keep up-to date inventory record of rental gensets whether they are deployed at site, ready to hire or in under insurance.
- Responsible to complete all record for insurance purpose.

ORIENT ENERGY SYSTEMS (PVT) LTD, Lahore.
Accounts Executive

May 2011–July 2015

COMPREHENSIVE ENGG WORKS, LAHORE.
Accounts Officer

Jan 2010 – Apr-2011

NATIONAL LOGISTIC CELL, MULTAN.
Assistant Accountant

Aug 2007 – Feb 2008

COMPUTER SKILLS

- Proficient in MS Office (MS Word, Excel and MS PowerPoint)
- Excellent Skills in Internet and Business Emailing
- Good grip over MS office OUTLOOK & SUSE.

LANGUAGES & INTERPERSONAL SKILLS

- Excellent in English, Urdu & Punjabi (written and verbal)
- Fluent in English and comprehensive command in writing and communication.
- Strong public dealing ability with effective communication skills.
- Sometimes worked as interpreter for the languages like English to Urdu, Punjabi.
- An Exceptional communicator, excellent coordinator along with very good follow up skills.

INTERESTS AND ATTRIBUTES

- A very good sportsman & a fully cooperative team player.
- Exploring lives & cultures, net surfing.
- Playing cricket, badminton, soccer and book reading in spare time.
- Refresh my ideas while revising my subject and professional topics.

REFERENCES

- Will be furnished upon request.