



KASHIF SHAHZAD

PROFILE

I am a detailed and highly numerate professional with more than 10 years of experience in Fleet/Logistics Management, Sales & Marketing, and Customer Care Services. Seeking a challenging and professionally rewarding position in well-recognized companies to contribute accrued expertise towards the qualitative enhancement of the organization. I have been provided an exceptional level of Customer Care Services and a tremendous boost in revenue-generating of organizations every month during my complete professional career.

PERSONAL INFORMATION

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EMAIL:

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ADDRESS:

Dubai, United Arab Emirates

VISA STATUS:

Employment (Freelancer)

NATIONALITY

Pakistan

EDUCATION

Bachelor of Arts

2018

University of the Sargodha, Sargodha. Pakistan

PROFESSIONAL EXPERIENCE

Orient Delivery Services LLC (Dubai, UAE)

Operation Manager

Jan 2024 -Continuous

I am experienced in Operations Manager in UAE's delivery services oversees fleet management, team leadership, and performance optimization to ensure efficient, timely deliveries. With the manage budgets, logistics, and compliance with local laws while enhancing customer satisfaction. Strong leadership, data analysis, and problem-solving skills are essential for success in this role.

MUF Delivery Services LLC (Dubai, UAE)

Assist. Fleet Manager

Jan-2023 to Dec-2023

Registration and Compliance:

- Manage registration, insurance, and fines for over 500 vehicles.
- Process NOC and documentation for new vehicles.
- Conduct passing tests for expired vehicles and handle fines and confiscation.

Reporting and Documentation:

- Send weekly passing notices and generate renewal statements.
- Prepare selling and export documents.

Fleet Operations:

- Oversee inventory of bikes, sim cards, and uniforms for employees.
- Manage Salik tags and toll fines; prepare monthly financial reports.
- Maintain electronic databases for fleet management.

Support and Scheduling:

- Ensure fleet availability through scheduling and forecasting.
- Provide operational support for special events.

Careem Gujranwala PAK

Accounts Manager

March 2021 to Dec 2022

Manage the Team along with new Customers addition in our Careem portal to enhance the business. Maintain The Old with new addition of restaurants.

SKILLS

Leadership and Managerial skills

Ability to work in tight deadlines and multitasking

Pressure Absorbing with great analytical skills

Strong communications and

relationships building skills

Accounts Management, Data controlling and Data Entry

Invoicing, Payroll processing, month end reporting, financial reporting, Cash handling and Budget Management

Pharmaceutical's market and drugs knowledge

Sales forecasting and budgeting skills

Proficient in ERP, Dynamics, POS, Google Docs, Google Sheets, MS Office applications (MS Word, MS Excel etc.)

Attended many Sales/Marketing and Customer Care Services skills programs.

LANGUAGES

English

Urdu

Hindi

Punjabi

HOBBIES

Exercise & Gym Workout

Cricket

Reciting the Holy Quran

Travelling

Tourism

- ☐ Perform vehicle registration, insurance and documentation regarding induction of new vehicles in existing fleet.
- ☐ Oversee routine and ad hoc maintenance, obtain tags for new vehicles, and renew old ones to ensure schedule fleet management.
- ☐ Maintain and monitor data management system to organize fleets as per various schedules and requests.
- ☐ Facilitate and implement corrective actions and capacity building to manage the entire fleet to achieve company objectives.

PharmEvo Pharmaceutical Pvt. Ltd (Karachi, Pakistan)

Sr. Sales Manager

June 2017-March 2020

- ☐ Received Annual National Highest Sales Achievement awards for outstanding sales achievements across Pakistan.
- ☐ Employed Strong communications and follow-up skills to build and cultivate a strong repeat customer base that generated good numbers of annual sales.

Tamed around underperforming territories, growing sales revenues from 150k PKR to 750k PKR within two years.

Appointed by the National Sales Manager to support sales teams in other regions, such as Jhelum and Mirpur to maximize their sales.

Analyzed sales data and developed a sales strategy that led to 50% revenue growth across the region.

Set and monitor sales targets for the region with MS EXCEL, identifying needs for strategy adjustments to achieve set goals.

Led a sales team of 20 persons to achieve 100% of their sales targets every month.

Increased regional sales market performance through excellent communications, customer care skills, and effective regional management.
- ☐ Conducted market analysis to identify root causes of under and over-performing pharmaceuticals markets.
- ☐ Successfully launched 10 new cardiometabolic products with excellent brand development.
- ☐ Utilized managerial and marketing skills to lead high-performing regional teams, driving consistent sales growth every month.

Bosch Pharmaceuticals PVT. LTD (Karachi, Pakistan)

Senior Medical Services Officer

Feb 2014-June 2017

- ☐ Responsible for selling and marketing of pharmaceutical drugs, health care products.
- ☐ Planning and implementing the marketing activities for increasing the business of company.
- ☐ Analyzing the sales and activities of marketing competitors to gain new ideas for increasing pharmaceutical products sales and as well as customer's pool of company.
- ☐ Also, perform some additional managerial tasks for next post, assigned by Line Manager and train new comers to develop a good team.
- ☐ Make sure type strong follow up for the retention of developed customers and for the development of new customers.
- ☐ Manage drug inventory level of distribution and make purchase order according to the market demand level product wise.
- ☐ Planned and executed product upgrade strategies to increase sales by 20% every month.
- ☐ Manage the disposal of samples and upload health and safety protocols.