

SAAD AHMED AFRIDI

ABOUT ME

More than 19 years of significant professional experience in an array of sectors, includes sales, non-profit organizations and telecommunication. I possess expertise in managing teams in the business and social development sectors and pride myself on being a team player. I am a self-starter who picks things up quickly, meticulous planner, and has good time-management, analytical, and communication abilities. I also naturally possess a sense of responsibility and the capacity to plan out my work. I'm keen on improving my professional expertise.

EDUCATION

University of Peshawar
MBA - Marketing
2002



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LANGUAGE

- Urdu
- English
- Pashto
- Punjabi

EXPERTISE

- Management Skills
- Creativity
- Sales
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

Floor Manager

Express Mart

2109 - Present

managing staff, ensuring their productivity and satisfaction. responsible for finding new ways to improve the flow of walk-in customers by implementing effective strategies and creating a welcoming environment. Meeting customer demand, which involves ensuring that the store is well-stocked and that customer needs are promptly addressed. In charge of managing stock levels and making important decisions regarding stock control, ensuring optimal inventory management. Additionally, analyzing sales figures and forecasting future sales volume for maximizing profits. Handling customer queries and complaints. responsible for ordering stock and overseeing deliveries to maintain sufficient inventory levels. Lastly, overseeing stock entries in the database for accurate record-keeping and inventory tracking.

Program Officer

IMU-BEFARe, Lahore

Feb-2106 - Aug-2019

gathering extensive information on the deliverables of the scheme and conducting desk reviews with field employees to gain a complete grasp of the scheme and site. help collect baseline data as well as any additional information required for monitoring and evaluation, guaranteeing prompt feedback and organizing fieldwork. Along with monitoring the information system and updating internal and external trackers, providing technical direction, facilitating training, and helping to write lessons learned documents.

Data Validator/Internal Monitor

IMU-BEFARe, Lahore

Nov- 2015 - Jan-2016

Collaborate closely with the Coordinator and field teams. Manage and assure the legitimacy, authenticity, and completeness of the information. Assure that the Enumerators maintain worldwide and standard data collection/research ethics.

Ensure adherence to the guidelines and instructions outlined in the Data Validation Guidelines, and additionally through trainings. Compare and ponder the outcomes of the validation processes with colleagues on a regular basis, and explore strategies to increase data gathering accuracy. Ensure that any suggestions for improved data validation supplied by technical experts/project managers are followed.

Monitor the interviewing procedure on a regular basis to evaluate the manner of data collecting.

M&E Officer**IMU- Multan, Punjab****Jan- 2013- July - 2015**

Desk assessment of approved grant Monitoring and Evaluation plans, as well as questionnaire preparation based on PERSI Question Bank Database Indicators and Outcomes. Coordination with numerous grantees to undertake phase-by-phase evaluation surveys (before, mid, end, and post) of small projects approved by USAID's Office of Transition Initiatives (OTI). Management of logistical challenges in order to perform evaluation surveys in numerous project areas in Pakistan's Southern Punjab, including Multan, Bahawalpur, Muzaffargarh, and Lodhran. Technical help to Junior M&E Officers in resolving issues regarding evaluation data collection in relation to OTI-USAID standard criteria. Fieldwork and data collecting on various grants within the OTI-USAID indicators. Technical help is provided to Data Entry Personnel in the correct entry of information required in both the old and new databases.

M&E Officer**Wish International, Peshawar****Jun - 2012 - Dec - 2012**

Established the project's M&E System, incorporating Wish-International quality assurance policies, design monitoring, and evaluation standards based on SMART indicators, the Code of Conduct, and the SPHERE ideals. Assisted the creation of a centralised database to provide the availability of all essential data/information on project performance metrics and for web-based project activity monitoring.

Field Supervisor**PPV- BEFAre - UNHCR, Peshawar****Dec - 2010 - Dec - 2011**

Supervised and administered the field activities of the Interviewers conducting the home profiling survey of Afghan refugees in close collaboration with the Field Coordinator. Ensured that the team of interviewers observed the standard ethics related to data collection/research as outlined in the compliance standards and instructions supplied in the interviewer training manual. Kept, updated, and maintained a record of home interviews done on a regular basis (daily, weekly, and monthly). Assures that data integrity and confidentiality were preserved in accordance with the policies and guidelines by UNHCR.

RSM**ZXMCO Motorcycles****Jan - 2009 - June - 2009**

In charge of the complete sales and recovery operations in the Kpk and Rawalpindi regions. Develop sales and recovery strategy and execute them with enthusiasm to accomplish goals. Developed strong and professional relationships with existing dealers and generating new business in the area under the supervision of country sales and recovery managers. Created an effective team of qualified subordinates who understand and can carry out the responsibilities of their roles.

EXPERIENCE

Sales Supervisor

Ring Pakistan (Orascom Telecom)

May - 2007 - Nov - 2009

General supervision of multiple departments, including technical, sales, finance, and administrative, in order to increase services, productivity, and sales. Supervised laboratory personnel. In-charge of providing technical support to consumers and repairing mobile phones.

Implemented a customer-focused approach by offering after-sales and out-of-warranty services for device repair and replacement. Supervised warranty coordinators and other sales personnel in the collection of warranties from Motorola and Nokia service collection points.

Coordinator

Mobilink, Peshawar

Mar- 2005 - Apr - 2007

Supervised a four-person sales team. Responsible for expanding the sales of Indigo post-paid connections. Deals with Corporate Clients and the introduction of various packages by giving clients incentives to enhance the volume of sales. Communication and reporting to the Regional Office in Peshawar, as well as ensuring that bill collections are correctly and adequately documented.

CERTIFICATIONS

USAID OTI M&E Capacity Building Training Series

REFERENCES

Farzana Ali
Coordinator BEFARe IMU, Punjab
0333-6220705

Fayaz Bangash
General Manager
ZXMCO Motorcycles
0333-9598448