

COVER LETTER / RESUME; -



Permanent Postal Address; -

House #179, Sector A, Street # 04
Sheikh Maltoon Town **Mardan (KPK)**
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Domicile Address: *Distt Swabi, Tehsil Razarh
V.P.O Ismaila, Mohallah Khawar Gady
Swabi (KPK), Pakistan*

Organizations; Local, National,

Total experience: - 12.5 years (JAN 2011-June 2023)

Area of experience:

*(Administration, HR, Recovery, (Sales Supervision Only) Custom work,
logistic Operations, Banks Dealing, Stores Management in group of
Manufacturer (03 SME) Factories)*

Dear Sir

- ✓ Reference with my experience in Administration, HR, Sales, Recovery-Operations, & Logistic &, Business operations, Custom Related Work. I have demonstrated the ability to deliver accelerated organization growth, significant cost reductions, and enhanced customer loyalty while at the same time planning and implementing critical business expansion. I offer a broad base of experience and the vision to help lead companies to achieve continuously improved result. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Business Management
- ✓ Plan to cash the external opportunity through internal strength, coordinate with manufacturing department.
- ✓ Create the business development plan that result in 100% increase in sale over the time of period.
Along with the vision to set attainable aggressive goals I have demonstrated ability to assemble, retain, and support superior teams committed to over increase profitability.

Basic Information

Name: Maqbool Zaman
Father Name; Noshad Khan
Religion: Islam
Gender: Male
Date of Birth: 06/04/1985
Place of Birth (Domicile): Swabi (KPK)
Nationality: Pakistani
Domicile Address: Distt Swabi, Tehsil Razarh , V.P.O Ismaila, Mohallah Khawar Gady
• Swabi (KPK), Pakistan

Education:

- ✓ **M.BA (Year 2010)** (Specialization in **Finance CGPA=3.2/4.0**)
From (Sarhad University of Science and Information Technology Peshawar(suit)
- ✓ **B.SC (Year 2005)** (**Specialization in Mathematics & Statistics**)
From University of Peshawar
- ✓ **F.SC (2003) in Pre –Engg**) From Khair Abad College Mardan (BISE Mardan)
- ✓ **Matric (2001) in Science**) From G.H.S.S Ismaila Swabi (BISE Peshawar)

✓ **Language & Degree of Proficiency:**

Language:	English	Urdu	Pushto
✓ Speak	A	A	A
✓ Read	A	A	A
✓ WRITE	A	A	A
✓ UNDERSTAND	A	A	A

I Am

- ✓ Goal oriented, analytical approach, and quick learner,
- ✓ Adjustable, team worker, self-motivated and dead line oriented.
- ✓ **(12.5 year)** practically experience in overall Organization Management i.e. (Business Development with multiple business unites, like Manufacturing business units, sales business units, services business units, designing strong marketing pipelines also implementing with positive result, strong decision-making skills.

Summary

- ✓ Ability to model the business plans with best practices in monitoring, evaluating and successful program implementation
- ✓ Ability to manage and adhere to strict timelines
- ✓ Strong management and leadership skills
- ✓ Strong interpersonal and coordination skills
- ✓ Strong information sharing and report writing skills

Objective:

- ✓ To work in an organization that is dynamic, provides an innovative, challenging and rewarding career and practices professional excellence and have a progressive development plan to mature their skills and talents and progress in their chooses area.

My self

- ✓ **Motivated & personable professional**, uses own resources, skills and abilities fully, accountable for own activity, progress and success, manages self and team towards goals, completes projects and activities independently, obtains own help and assistance, internally motivated and does not seek external rewards for good performance.
- ✓ **Flexible and versatile**, Coordinates efforts by establishing procurement, production, marketing, field, and technical services policies and practices; coordinating actions with corporate staff.

Strengths:

- ✓ Following research methodologies
- ✓ Planning, developing and implementing
- ✓ Analytical skills and critical thinking capacity.
- ✓ Quick decision making and highly developed communication skills.
- ✓ Strong interpersonal skills, aggressive and result oriented.
- ✓ Ability to grasp concepts, logic quickly to implement the same.
- ✓ Excellent communication and problem-solving skills.
- ✓ Effective people management and team building skills
- ✓ Good team player with proven leadership qualities.
- ✓ Highly confident, self-starter, hardworking, and committed to work. .

Special skills in field of Marketing

- ✓ My experience in **Advertising, Marketing Network**, Brand Management, Mobile SMS Marketing, Email Marketing, Out Door Marketing, Retail Marketing,, Promotional Marketing, ,

Participated in following courses

- ✓ Organization Behavior
- ✓ HRM & Business Communication
- ✓ MS Office
- ✓ Corporate Finance & Cost Accounting
- ✓ Fundamental of Finance
- ✓ Marketing Management and Product space Management
- ✓ Product Life Cycle Management
- ✓ Strategic Management and Conflicts Management
- ✓ Business and Administration and Flexibility Management

Employment Records: Royal International (pvt) (Gadon & Dargai Polymer (pvt) Malakand Pakistan); - Deals In (Imports, PVC Pipe, Shopping Bags, DPC Rolls, Sheets, HD Rolls, injection Molding, Polythene Bags, polyster etc.

Duration: Current job (January 2011 – June 2023)

Position holds: “**Manager Admin/HR & Recovery**”

Job Description: Company Head Office in MARDAN & Sub Office Islamabad

As a **M Admin & HR** / Supervise **OR** work on the following sectors

- ✓ **Coordination and Supervision;** Coordinate, Manage and Monitor the workings of various departments in the **Organization** Which (**Holding Assets Approx. 1.0 Billion**) Pakistani Rupees. Ensuring proper documentation of all records & Directly Reporting to **CEO / Director**.
- ✓ **Marketing R&D, Sales, Recovery and Customer Service;** – Creates opportunities, Manage customer support. Research plan and support sales and marketing activities design strong recovery process, choose perfect channels for advisements according to company, product and customers need, increase the list of distributes, deals all type of customers (Cash, Credit, dead Slow). Deal **Approx. 500+ Market Customer all over Pakistan** Main Cities & **Reconcile/Check** Customer & Company Account Ledger with Bank Statements on **Monthly Basis**.
- ✓ **Banking Service;** Arrangements of Funds for LC (Letter of Credit), Telegraphic transfer, demand drafts, avail LC limits. corresponding with all banks to ensure of all cheques & Cash payments. Reconcile all bank statements with party ledger balances (Online, Cash & Cheques) at every month end
- ✓ **Best Practices;** - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures & Run Software according to organization need.
- ✓ **Financial Supervision;** -- Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial wellbeing of the company.
- ✓ **Human Resources;** - Plan the use of human resources. Organize recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules. Supervise staff & Payrolls, annual Increments Personal Files, Financial Work. Monitor and valuate performance. Handling a team of more than 130 Employees, responsible for the effective functioning of Factory/ Sub offices, Head office
- ✓ **Communication;** -- Monitor, manage and improve the efficiency of support services such as, HR, Accounts and Finance. Facilitate coordination and communication between support functions.
- ✓ **Strategic Input** - Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans in marketing Department.
- ✓ **Govt Dept Dealing**—Deals /Get Certificate of all **Govt Dept (Wapda, Gas, FBR, AC/DC Offices /Envirmental Offices, Custom/E.OBI department matters & Import GDs Receiving, Files GDs, etc.**
- ✓ **Store Management;** -Supervise Both **Raw Material & Finish Goods Stores** (Inward Goods (Received) & Outward Goods (Dispatch) & Issue Goods for Production. Audit/Stock taking on Monthly.

2nd Position as “Manager Recovery”

Job Description: Company Head Office MARDAN (July 2013-June 2023) 10 years

- ✓ **As Manager Recovery; - My major responsibilities started from Below.**
- ✓ Responsible for **preparing Recovery plains** City wise /Area Wise /Day wise/weekly & Monthly wise for Recovery Team & Check his visits & progress on daily basis.
- ✓ Our Monthly Recovery is **12 crore -15 crore** Monthly (whole sale & Retail (Approx. figure)
- ✓ Ensuring **Finalization /Verification** of Customer invoices
- ✓ Responsible for Prepare & Maintain of Monthly statements of **(Receivable & payable)**.
- ✓ Supervise /Managing day to day Billing system /process.
- ✓ Responsible to Check through Organization Software **Aging Recovery report** of every customer on basis of (7 days ,15 days,30 days & last 45 days
- ✓ Responsible for identifying **through Aging Report (Good & Bad & Average)** Customer on Regular basis for Smooth running business.
- ✓ Ensuring to submit everyday Recovery on same day in **Organization Bank A/C Before Day Closing**.
- ✓ Responsible for Reconciliation (Payments) **of Approx. 500+ Customer** Ledger of organization with Bank Monthly Statements on regular basis to avoid from future Misunderstanding.
- ✓ Responsible for timely **Submission of data for Tax** Record to our organization Consultant.
- ✓ Responsible for all necessary documents (**invoices, ledgers**) provided related to our customer
- ✓ Responsible for timely **submission of Customer invoices** /or Data Feeding in compony software for moving Up to Date with customer sale & recovery on daily basis.
- ✓ Ensure **Customer ledger recovery** entries before to discuss with customer individuals

- ✓ Responsible to **Monitor /Help recovery** person for timely recovery from customer to avoid any inconvenience from company side.
- ✓ Give **Monthly Recovery target for Recovery** Team & Monitor this process on Daily basis.
- ✓ **Categories customer** on Basis of his Recovery for future Running (Cash Customer, Good Customer, Dead Customer, Slow Customer etc.
- ✓ Trace recovery person through **tracking postpaid company sim** on daily basis according to his schedule
- ✓ Establish a **system of reports and communications** for all information from the sales team, Recovery team and communicate feedback.
- ✓ Engage with guarantors to negotiate reasonable settlements on post-recovery shortfall amounts and/or collaborate with legal/external counsel in executing the legal strategy of asserting and enforcing legal claims.
- ✓ Ensure **training plans and documentation are** up to date and in place for collections of receivables and applications.
- ✓ **Monitor competitor activities** and devise effective counter measures
- ✓ Branch administration, distribution, channel management in multi-channel environment,
- ✓ Supervise Dealer and distributor management, local market recovery
- ✓ Directly responsible to deliver sales/Recovery growth as per the organization's objectives
- ✓ Responsible for **performance appraisal of Recovery** team, training team.
- ✓ **Discourse the overall planning with Managing Directors in**
- ✓ Increase the number of distributors/Customer According to Organization Requirement.

Areas /Cities of Sales & Recovery of Our Organization Are Below; -

(Mardan-Peshawar-Swabi-Akora Khattak Chaarsada-, Banu Kohat ,Batkhela-Mingora - Swat-Dargai-Rawalpindi- Taxila -Rawat-Faisalabad-Multan-Arifwala-Kamalia-Melsi etc.)

References; Will be furnished on demand