

MUHAMMAD DAWOOD

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PROFILE

- Experienced administrative professional with excellent communication and administration skills. Skilled in streamlining administrative tasks and enhancing productivity. Seeking an administrative manager role to leverage expertise in communication, administration, and driving organizational success.

WORK EXPERIENCE

Assistant Manager Sales Admin

Philip Morris Pak.Ltd

(01/01/2010 to 31/12/2023)

Admin Officer

Philip Morris Pak.Ltd

(01/07/2007 to 31/12/2009)

Warehouse Supervisor

Philip Morris Pak.Ltd

(01/01/2007 to 30/06/2007)

Computer Operator

Lakson Tobacco Co

(19/01/2000 to 31/12/2006)

TASKS & RESPONSIBILITIES

- Assist to Regional Sales Manager for different kinds of sales and marketing reports on a daily, weekly, and monthly basis to achieve month-wise volume targets.
- Assist to Area Sales Managers for different kinds of sales and marketing reports on a daily, weekly, and monthly basis to achieve month-wise volume targets.
- Managing Distribution field staff automation system (To assist in seamless execution of SFA operations).
- Meeting HO & Zonal deadlines i.e. targets, sales reports & MIR reports etc.
- Managing communications regarding PR/POs (vendors management).
- Fleet Management (vehicles management including its normal and accidental repair maintenance).
- Expenses Management (uploading Monthly expenses of field staff on Concur System).
- Managing sales office operations, expenditures, and support staff.
- Managing Regional team & Zonal/HO visitors in planning & executing visits and their boarding and lodging.
- Liaison with EHS department for deploying protocols as per instructions & assisting in EHS audits.
- Liaison with security department for security protocols implementation and guards and security cameras supervision.
- Office Cafeteria Management (cafeteria items purchasing and its smooth running).
- TPOSM Inventory Management.
- Managing the response time by the field staff to the H.O.
- Managing / Handling Distributors Claims of all Balochistan.

EDUCATION

Diploma In Computer Science

Petroman Training Institute Quetta

FSC, Pre-Engineering

Govt Moosa collage Quetta, 1996

Matric

Tameer-i-Nau Public High School, 1994

Short course for Computer

Quick Computer Training Institute

Typing Course

Allied Typewriter Service Quetta

SKILLS & TOOLS

MS Office

Word, Excel, PowerPoint, Outlook

Operating Systems

Windows 95, 98, 10

Systems Applications and Products in Data Processing

SAP MM, PP, and FI Modules

DMS Softwares

Distribution Management System

Internet

Browsing and Web Surfing

Field Automation System

Sales and Marketing Software

Computer Management

Hardware & Software

- LAN / DSL Settings
- Local Users Accounts Creation / Assign Rights
- Hardware / Software Troubleshooting
- All kinds of Software Installations

COMMUNICATION

English

Urdu

Punjabi

Pashto

Brahvi

