# Personal Memo



Name: **Muhammad Irfan Baloch**

Father’s Name Akbar Zaman Baloch

Marital Status: Married

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Dera Ismail Khan

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### *Education* MBA

**Experience Summary** **Total Experience** **20.7** Years

Social Mobilizaton 0.7 Months

Sales and Marketing **18** Years

Accounts Management/Administration **2.3** Years

A dedicated Sales & Marketing Management and Social Mobilization professional with 20 years of hands on experience and knowledge. I have ability to work efficiently and effectively with all levels of employees. I can develop good relations with Business partners (Dealers Net work, Distributor net work) to achieve the organizational goals. I have the ability to build highly motivated management teams focused on achieving organizational goals. Also I have 3 years experience in Accounts Management with international donor agencies i.e Asian development bank, Swiss development Agency as an Accounts consultant and Accountant.

### *Professional Experience*

From 08 – Jun 2023 – till date

**Union Council Communication Support Officer (UCCSO)**

* Support Union Counsel in Preparation and Monitoring and District PEI and EI social mobilization and communication planning in district DIkhan in elaboration with health Department and Polio Partners.
* Alliance Building with Local Organization.
* Advocacy Session with Political leaders, Influencers, Religious Leaders, Doctors and other Health Care provider meeting.
* Identification of UC level activities.
* Identification of Area for support.
* Social Mobilization Activities such as Inaugurations, School/Madrassa sessions, Teacher/ Student meetings.
* Providing assistance UC Staff in preparation of micro plan, Social Mobilization Plan.
* Prepare and Maintain the Social Profile of UC with all aspects.
* Supervise and Monitor the Social Mobilizer activities and Plan.
* Prepare the monthly plan and CE plan and Challenge Mapping
* Prepare the report for District level in soft and goggle sheet.
* Convince the refusal in UC level.

From 01 Feb 2005 – 31 March 2023

**Sr. Area Sales Officer**   
**Pak Elektron Limited (Pakistan)**

Dera Ismail Khan (Branch) **[30-Aug-10 to 31-March-2023]**

Dera Ghazi Khan (Branch) [19-Dec-2009 to 29-Aug-10]

Dera Ismail Khan (Branch) [ 01-Feb-2005 to 18-Dec-2009]

**Job Role:**

* ***Area included (D I Khan, DERA GHAZI Khan, Layyah, Bhakkar, Bannu, Luky and Tank Districts)***
* Marketing & Sales of Home appliance i.e Refrigerator, Split, Oven, Washing Machine, water dispenser through dealers’ net work.
* Market Management (Managing/solving the Dealer’s and Market Problems regarding customer).
* Plan and execute how to achieve monthly & annual sales targets
* To submit Daily / Weekly sales report to the Management.
* Monitor market intelligence and develop the market strategy to counter the competitions' activities.
* To report competitive marketing activities to the ZSM.
* To report the market potential and market grip of analysis of competitor vs PEL product to higher management
* Establish and maintain effective relationships with all customers/Dealers.
* Coordinate with Service Centre dept. to provide best possible after sales service to the customers.
* To ensure timely delivery and implementation of the orders.
* Guide the team and dealer in order to manage **Eye attractive Display** on showroom.
* To ensure the recovery from dealer net work according to company policy.
* Educate the dealers about the monthly and yearly sales scheme.
* Educate the dealers how to achieve the monthly and yearly sales targets.
* Maintaining all office documentation and data resources.
* Coordinate with office colleagues to maintain and procure best team.

June 04 to Jan 05 **Auto finance Officer** **(Habib Bank Limited)**

(Area included District DIkhan, District Bannu, Tank, Bhakkar, Layyah and Mianwali)

June 01, 2002 to Jan 2003 **Project Accounts Consultant (**DHV Consultants, Netherlands**)**  
 NWFP On FarmWater Management Project [World Bank Assisted]

Sept:01,1999 to May 30, 02 **AccountOfficer /Admin Officer (**Sawabi SCARP Consultants**)**

(Swiss Agency for Developments and Cooperation &

Asian Development Bank Assisted Project)

**Job Role**

* Manage the field work with social mobilizrs.
* Establish and implement the double entry based accountancy with the staff of project implementing agencies.
* Providing the Training to Implementing Agencies Accounts Staff.
* Implement and assist the Govt. employ to work in Project Accounting Management & information system (PAMIS) for financial Management (Computerized Accounting software).
* Develop the withdrawal, Reimbursement & Replenishment application for project.
* Preparation of quarterly financial statement for World Bank.
* Developing the Project Management Reports. (on world bank formats)
* Withdrawal of budget correspondence with Swiss Agency for Development & Cooperation Islamabad.
* Closing the Accounting Books (receipt & Expenditure) Monthly.
* Assembling the Quarterly/Yearly financial report.
* Preparation of yearly budget wise variance statements.
* Assisting in preparation of annual Consultancy budget.
* Supervising the Stock/Inventory ledger.

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# *Computer Proficiency*

Oracle (EPR) System Sales and Account management

Project Accounting Management Information System Accounting Software Database Management System MS Access World Processing Ms Word

Spread sheet Ms Excel

Presentation Power point

### *Languages* English, Urdu, Sarakki, Pashto & Punjabi

# *On job/Other Trainings*

|  |  |  |
| --- | --- | --- |
| **Training Title** | **Duration** | **Venue/Resource organization** |
| * ISD (integrated Service Delivery) |  |  |
| * Induction Training | 3 days | China Pak hotel. By People (regarding Social Mobilization) |
| * Fearless | 2 days(Feb-2020) | Swat sarina, Possibilities and PEL HR |
| * Passion to Lead (Training) | 2 days (July-2019) | Dogha gali, Muree. Training Impact |
| * Sales Excellence Program | One Day(Aug-16) | Schuitema Human Excellence Group |
| * Unstoppable Band | 2 days(Dec-13) | Muree, (Possibilities and PEL HR) |
| * Driving Sales Growth | 2 Days(Oct-12) | Islamabad (Possibilities and PEL HR) |
| * Oracle (ERP) System | 3-days (April-13) | Gujrat (HR PEL Pakistan) |
| * LG Product orientation and unique selling point (Split) | One day(Jun-09) | Islamabad, LG ( from Korea) with the partnership of PEL HR |
| * LG Product orientation and unique selling point (REF & Washing Machine) | One day(Jun-09) | Islamabad, LG ( from Korea) with the partnership of PEL HR |
| * Sales Punch | 2- Days | Islamabad, Key Stone Karachi, and PEL Lahore |
| * Excellent Sales Call | 2 – days(Feb-08) | HR PEL Lahore |
| * Customer Relation Ship | 1- day (Jan-06) | HR PEL Lahore |
| * Wining together | 1 – Day (Feb-05) | Navitus (PVT) Limited at PC Bhurban on annual Sales Conference arrange by the PEL. |
| * Project Accounts & Management Information System | I - Week | Directorate of OFWM Peshawar  (By World Bank Project Accounting Consultant) |