

Muhammad Saad Waheed

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Father Name: Abdul Waheed
CNIC No: 17201-5867375-9
Permanent Address: Gulbahar Colony, Risalpur, Distt Nowshera, KPK, Pakistan
Marital status: Married
Languages: Proficient in English, Urdu & Pushto

OBJECTIVES:

I seek a symbiotic relationship where I can develop my interpersonal skill, and where the company can benefit from my Skills, Honesty and Dedication.

Other highlights of my background that may be of interest to you include proven multitasking capabilities with strong ability to plan, prioritize and manage projects under strict deadlines, with strong leadership talents and ability to establish consensus among cross-functional lines

Please contact me at mobile number (+92)-314-9725926, email saad.waheed1830@gmail.com.

With confidence and great interest,

SUMMARY PROFILE:

- Innovative, professionally, semi-qualified and result-oriented professional with proven technical and management skills. Extensive acquaintance of working dynamics of internationally acclaimed commercial and service sector organizations.
- Excellent team management aptitude, problem solving and communication skills with proven talent for working in a dynamic environment.
- Competent in decision making, executing responsibilities within time frame
- An enthusiastic, hardworking and passionate team player with good time management.
- Strong self-discipline and motivation, work well under pressure and to a given deadline whilst still maintaining a high level of quality.
- Outgoing personality and the capability to communicate on an individual basis as well as in a team environment.
- High level of commitment.

PROFESSIONAL QUALIFICATION:

- **BBA-Hons**
Northern University Nowshera (2015) 3.18 CGPA
- **FSC**
Nisar Shaheed Degree College Risalpur (2010) 63.9%
- **Matric**
Fazaia Model Inter College, Sargodha (2008) 70%

PROFESSIONAL EXPERIENCES:

1. Project Coordinator at So~Safe Water Technologies, Lahore (February, 2015 to March, 2017).



- Handling of multifaceted project, achieving on time and within budget.
- Developed and implemented operational plans, policies and procedures while actively collaborating with other project teams to deliver successful outcomes.
- Demonstrated superior leadership in the management and coordination of major projects.
- Utilized organizational change management methodology to optimize resource allocation and increase process execution.
- Prepares all reports like Monthly parts consumable, Daily Sales Tracking sheet, Daily updates regarding visited sites, Sites services report & their analysis of with respect to clients and sales BO report etc.
- Manage all the reports as & ever demanded by the client (Domestic, Commercial & Govt) & handle different formats as & ever shared by the client .
- Coordination with technical teams in order to cover up the services schedule well in time, also resolving their complaints relates to Material, transport, petty cash and providing technical support for plants etc.

2. Assistant Manager at So~Safe Water Technologies, Lahore (April, 2017 to September, 2020).



- Planning and implementing strategies for the projects.
- Coordinate daily customer service operations like sales process, orders and payments.
- Tracking the progress of ongoing projects.
- Manage all the proposals and quotations of new projects and queries.
- Direct meeting with new customers and satisfying them for company products.
- Writing, preparing bid for tenders.
- Coordinating with vendors for availability of Material and parts.
- Communicate with clients and resolves their complaints relating to the product.
- Hiring and training of new staff.
- Supervise and motivate staff to perform their best.

- Suggest sales training programs and techniques.
- Coordination with technical teams in order to cover up the services schedule well in time, also resolving their complaints relates to Material, transport, petty cash and providing technical support for plants etc.
- Handling direct commercial and domestic sales of Water Purification filtration plants and Reverse Osmosis System (1500GPD to 10,000GPD).
- Representing the company in exhibitions .

3. Carried out the following work with Military Engineer Service (M.E.S) (October' 2020 to till Date).

- Repair/ Maint of Bk No. 02, Bk No.25 AVN Cell, Bk No. 28 Record Wing & Bk No. 129 at Arty Centre Attock Cantt.
- Repair/Maint of house No. 88/2D Officers Colony Attock Cantt.
- Provision of water Filtration Plant Yasin Bty 1 trg Regt at Arty Centre Attock Cantt.
- Provision of water Filtration Plant Trg & Adm Sports Regt at Arty Centre Attock Cantt.
- Provision of water Filtration Plant GM Bty 3 Trg at Art Centre Attock Cantt.
- Const of 1x 32 Men SM Bk at Sta Wksp Attock Cantt.
- Const of 1x Tdn Shop at Gar Fur Yd Attock Cantt.
- Replacement/Improvement of Sewerage system at RSD Mansera Road & Office Area RSD PMA Road Abbottabad.
- Const of PCC Hard standing at POL GP RSD Abbottabad.
- Const of PCC Hard standing at Ration GP RSD Abbottabad.
- Repair/Renovation of Old Soldier Family Ward At CMH Abbottabad.

REFERENCE:

- **Qaisar Jamal**
Director, So~Safe International, Lahore
Contact #: 0300-8585455
- **Waseem lodhi**
AGE (M.E.S), Attock
Contact #: 0310-9060098