

AHSAN MAHMOOD

MBA PROFESSIONAL WITH OPERATIONS, ADMINISTRATION, MARKETING & HR - UAE EXPERIENCED

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Languages: English (Fluent), French (Mid-range), Arabic (Basic)
Nationality: Pakistan
DOB: 06/06/1985
Marital Status: Married
Visa Status: Sponsored – Golden Visa



OBJECTIVE

Seeking a challenging career in field of Operations, Admin, HR, Business Development and related functions in growing organizations which not only provide an opportunity to excel but also, I can effectively utilize my skills, capabilities, education and professional experience whilst contributing to the development of the organization.

PROFESSIONAL SUMMARY

I am hardworking, reliable, enthusiastic professional with **UAE experience**, holder of professional qualifications of MBA. I have more than **Eleven (11+) years of diversified work experience** in the fields of **Operations, Administration, HR, and Marketing** of high aptitude, on detail orientation combined with professionalism and strong work ethics in workplace. I am able to work in less supervision and to get the job done effectively and efficiently. Well versed in **IT skills** and use of Oracle, POS (Point of Sale), Retail Management System, MS AX Dynamics and MS Office Tools.

For detail profile: <https://www.linkedin.com/in/ahsan-mahmood-b6819963/>

KEY COMPETENCIES AND SKILLS

- Strong Influencing Skills
- Business Development
- Deadline Oriented
- Staff Motivation
- Self-Starter
- Coordination
- Time Management
- Sales Analysis
- Service Orientation
- Customer Service skills
- CRM
- Handling Accounts
- Managing Operations
- Marketing Strategies
- Cold Calling
- Talent Acquisition
- Procurement
- Problem Solving Skills
- Pressure Handling

PROFESSIONAL EXPERIENCE

EMIRATES GLOBAL ALUMINUM – UAE

JULY 2020 TO JUNE 2022

DATA ANALYST (ADMIN)

RESPONSIBILITIES:

- Preparing presentation of Covid-19 confidential reports and submitting it to Management daily/weekly.
- Composes and prepare numerical data and charts for Management submission as and when required.
- Update and maintain Vaccination records of all EGA & Contractors & presenting to EXCO.
- Managing Vaccination master database, including creation, updates, and deletion.
- In addition to other main responsibilities also performs other related assignments as directed by superiors.
- Process employees' requests and provide relevant information, ensuring that procedures are followed.
- Provide quality assurance of imported data, working with quality assurance analysis if necessary.
- Create best-practice reports based on data mining, analysis, and visualization.
- Evaluate internal systems for efficiency, problems, and inaccuracies, developing and maintaining protocols for handling, processing, and cleaning data
- Work directly with management and users to gather requirements, provide status updates, and build relationships

ACHIEVEMENTS:

- Achieved **Certificate of Recognition** – to keep EGA safe by managing & effectively controlling the COVID-19 pandemic

OPERATIONS SALES & HR MANAGER**RESPONSIBILITIES:**

- Developed & improved HR procedures and processes, as I was the co-founder, 1st one who was hired so I built the whole team, maintaining payroll and attendance, HR records & systems.
- Organizing and arranging interviews for candidates, developed terms of employment & contracts for new employees.
- Responsible for making invoices & quotations & maintaining database of clients.
- Assisting in registrations of trademarks of logos, designs etc. and handling all confidential information in a professional manner.
- Assisting in the delivery of accurate deliverables to clients.
- Ensuring meeting arrangements and coordination with clients.
- Maintaining company's website & Organized events in Lahore Expo Center.

AL SUWAIDI MARINE LLC – UAE**MAR 2015 TO NOV 2017****MARKETING & SALES EXECUTIVE + PURCHASE OFFICER****RESPONSIBILITIES:**

- Responsible for over 70% of the company's sales volume.
- I handle client marketing, advertising, promotions, catalog set-up, collections, and the coordination of major boat shows.
- I have increased sales by over 70% while opening over three Marine Transportation companies accounts.
- Maintained and updated the Market Research on Marine Industry & also prepared market surveys, reports on competitors' strategies.
- Built and maintained the relationships with the customers especially the Local Arabic prospects & offshore companies.
- Responsible for providing quotes, generate sales, promote sales, and marketing.
- (Additional Job) – In this tenure, I worked as Purchase Executive as well for couple of months, which upgraded my Product Knowledge and pricing strategy as well.

TAMWEEN PACK PLASTIC TRADING – UAE**MAR 2014 TO FEB 2015****WAREHOUSE INCHARGE****RESPONSIBILITIES:**

- Display, arrange, price, and rotate products in store.
- Dealt with customer enquiries in person, via e-mail or on call.
- Maintain store shelves by removing dated or damaged products
- Negotiating terms of sales and closing contracts.
- Reporting business trends and area performances to the Sales Manager.
- Developed new and maintained existing business relationships.
- Identifying and fulfilling customers' requirements in time.
- Work and communicate with buyers, suppliers, stores, and distributors

STYLO SHOES - PAKISTAN**JAN 2011 TO JAN 2014****MARKETING RESEARCH ANALYST (SENIOR OPERATIONS OFFICER)****RESPONSIBILITIES:**

- Responsible for generating new business via market research.
- Managing client relationship through all phases of sales cycle.
- Collecting marketing Intelligence about competition to formulate counter moves & strategies accordingly and update product mix.
- Liaising with research agencies on projects commissioned to them for timely execution & analysis and got deeper understanding of consumer insight.
- Conducting one-to-one and group sales presentations and meetings
- Assisting in development of request for proposals (RFPs) and analysis of project proposals
- Assisting in tasks like arrangement of meeting, payments, Pay Orders, sending of mystery shopping reports
- Executing operational activities and provided back office support to 86 retail outlets.
- Forecasting monthly and quarterly demand and supply of all assigned brands.

- Managing day to day sales report, breakup analysis, items per transaction (IPT), revenue per transaction (RPT) & conversion analysis, mystery shoppers & club card analysis and used to visit the stores.
- Investigating and reasoning decline in sales and focusing on merchandizing via personal visits to stores.
- Preparing and developing Operational and Marketing Plans for newly opened stores and upcoming events with collaboration of marketing team.

ACHIEVEMENTS:

- Achieved Best Marketing Research Analyst certificate for the year 2013.
- **Stylo Shoes:** Brand Health Tracking, Consumer Dipsticks (Customer Churn and Satisfaction Survey, Consumer understanding), Media Habits, Mystery Shopping and Market Visits.
- **Fabrizo** (Ready to wear): Focus Group Discussion, Analysis of Comment Book, Logo Testing, Name Testing.
- Achieved Best Operation Officer certificate for the year 2011 out of six regions.
- Successfully implemented Traffic Counter Devices.

ACADEMICS / QUALIFICATIONS

NEBOSH (Occupational Health, Safety & Welfare)

Medic First Aid – certification

Fire Safety – certification

Hole watcher – certification

Master in Business Administration - MBA

Bachelor in Business Administration - BBA

REFERENCE

Will be furnished on demand.