**Muazam Zubair**

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**Working as parts sales supervisor in Al Yousuf Motors.**

## Objective:

A position to utilize my interpersonal and organizational skills and as well as my experience in the service industry which provides an opportunity for professional development and career growth in a motivating and creative atmosphere. .

* **Skills:**
* Retail and whole sale operation with counter customer.
* (**Daihatsu, Daewoo Bus, Suzuki, Yamaha, Chevrolet and Aeon )**
* Issuing parts to workshop against requisitions and prepare invoice at the closing of job card.
* Mostly Deals with Fleet Customers
* Prepare and update of Inventory for all items in LIFO/FIFO System.
* Knowledge of Systematically Warehousing.
* Excellent methodical and analytical skills.
* Strategic thinking with effective communication.
* Highly focused being prompt, efficient and remain personalized taking deadline, which is the key to organizational values.
* Have experience in after sales market parts as per requirement of customers.

### Professional Profile:

In all the firms that I have worked with, I’ve had the opportunity to interact with Presidents, Directors and Managers, which has helped me to have an array of experience in the field of office administrative affairs.

* **Work Experience:**

**AL YOUSUF MOTORS L.L.C.** (**Feb** **2007 to date**)

* **Responsibilities as Parts Sales Supervisor :(October 2009 to date)**
* Counter sale **(work shop, retail and whole sale)**
* Visiting to workshops and spare parts shops.
* Checking their inquiries and giving quotations.
* Receiving LPO and preparing their orders.
* Customer inquiries ( telephonic and counter )
* Prepare customers inquiries**(local and overseas)**
* Negotiating prices and closing the deals
* Issuing parts to workshop against requisitions and prepare invoice at the closing of job card.
* Prepare quotations and reservation of customer orders.
* Arrange parts from branches.
* Place parts order to supplier through procurement department.
* Prepare invoices (cash and credit).
* **Responsibilities as Branch Coordinator: ( June 2009 to Sep 2009)**
* Consult to Work Shops at daily bases
* Check branches stock and arrange stock for them if they need.
* Prepare daily stock report and critical stock report.
* Prepare the order sheet for supplier.
* **Responsibilities as Store Keeper / Store In charge: ( Feb 2007 to May 2009)**
* Prepare and update of Inventory for all items in LIFO/FIFO System.
* Receiving all consignment checking, bin updating of the parts.
* Preparing consignment receipt & submitting to procurement department with discrepancy reports if any.
* Parts transfer to branches on reservation & on requisition.
* Parts issuing to workshop and controlling the documentation.
* Preparing daily progress report for all consignments Import & Local purchase **(Chevrolet, Suzuki, Yamaha, Daewoo Bus, Aeon, and Daihatsu)** with filling and documentation.
* **Academic Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Year** | **Institution** | **Board/University** | **Division** | **Total** | **Percentage** |
| **Matric** | **2001** | **Govt High School 362/W.B** | **BISE Multan** | **1st** | **549/850** | **64.5** |
| **General Group FSC** | **2003** | **G.H.S.SchoolMakhdum Ali** | **BISE Multan** | **2nd** | **502/1100** | **45.6** |
| **Bachelor of Arts** | **2005** | **Govt Degree College,Dunyapur** | **B.Z.U Multan** | **2nd** | **463/800** | **57.8** |

### Computer Knowledge

* + Operating system : Windows 98/2000 / XP/W-7
  + Packages : Ms-office, Micro cat
  + Web : Internet Telnet, Oracle, EPC, Friend User
* **Driving License:**

Light vehicle (manual)

Issue Date: 22/08/2010

Expiry Date: 22/08/2025

**Personal information:**

Date of Birth : 05-02-1983

Nationality : Pakistan

Marital Status : Married

Place of Birth : Multan

Religion : Islam

**Personal Skills:**

* Strong analytical skills and self motivated
* Creativity and proactively
* Practical and cost aware
* Good interpersonal skills
* Ability to work in dynamic environment
* Ability to interface with other areas
* Ability to learn quickly abd develop new product skills independently
* Ability to work with the end user & clients including strong trouble and problem solving.

**DECLARATION:**

It is my profound conviction that I am capable to work in your esteemed organization with a leading team of Sales dept with utmost sincerity and dedication, to the best of your satisfaction. I hereby declare that information furnished above is true to best of my knowledge and belief.

**Thanking you.**

**Muazam Zubair**