

## Curriculum Vitae

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### Areas of expertise:

- |                               |                      |                              |                         |
|-------------------------------|----------------------|------------------------------|-------------------------|
| • <b>Administration</b>       | Proactive Management | <b>Sales &amp; Marketing</b> | Excellent Team Player   |
| • <b>Customer Service</b>     | Communication        | <b>Procurement</b>           | Vendor Sourcing         |
| • <b>Business Development</b> | Interpersonal Skills | <b>E-Commerce</b>            | Web-Admin Control Panel |

### Employment History:

- | Employment History:                              | Location:                     | Year:               |
|--|-------------------------------|---------------------|
| 1. Currently <b>MOHAMMED OMAR AL MAJID GROUP</b> | Airport Rd, Garhoud, Dubai    | Aug-2016 - May-2018 |
| 2. Joined <b>MOHAMMED AL QAMA GROUP</b>          | Jebel Ali Free Zone, Dubai    | Jul-2015 - Aug-2016 |
| 3. Joined <b>GOLDEN SPRING CONTRACTING LLC</b>   | International City, Dubai     | Dec-2013 - Jul-2015 |
| 4. Joined <b>CIRCLE K CONVENIENCE ARABIA LLC</b> | Ras Al Khor, Dubai            | Jan-2013 - Jun-2013 |
| 5. Joined <b>GEEPAS WORLD FZCO</b>               | Techno Park, Jebel Ali, Dubai | Jun-2012 - Dec-2012 |
| 6. Started with <b>BIG EQUIPMENT INT'L FZCO</b>  | Jebel Ali Free Zone, Dubai    | Mar-2007 - May-2012 |

### JOB RESPONSIBILITIES:

#### 1) E-Commerce cum Administration Manager @ Mohammad Omar AL Majid Group

##### Primary tasks:

##### 1.1) Marketing 4x4 Off Road vehicle parts & accessories (MOCA)

- Cold calling, selling MOCA stock to local & international customers
- Arranging shipment for the cargo (from Jebel Ali FZ Port)
- Visiting new customers, marketing on social media network

##### 1.2) Coordinating with Buggy Safari Team [www.fighterbuggy.com](http://www.fighterbuggy.com) (OASIS)

- Cold calling, selling buggy tour packages
- Visiting hotels, tourism & hospitality companies

##### 1.3) Coordinating with Online Grocery Store [www.galaxysouq.com](http://www.galaxysouq.com) (GalaxySouq)

- Sourcing Food & Non-Food suppliers
- Managing orders in CMS Shopping cart, Web Admin panel control,

##### Administration & Outdoor tasks:

- Attending customers queries, monitoring customer remarks
- Managing inventory & preparing stock purchase report
- Monitoring products display and specifications in website
- Coordinating with Web Developer for products & website design
- Coordinating with data entry staff to maintain stock list
- Checking with QC/QA about stock quality & expiry report

#### 2) Sr. Sales & Marketing Executive @ Mohd Al Qama Group (Building Materials)

- Finding new customers in assigned area
- Managing orders & samples for customers
- Meeting new & existing customers for orders
- Searching for new dealers & suppliers in market
- Visiting showrooms to check product display
- Arranging order deliveries for the customers
- Preparing sales invoices, quotations & Dos
- Preparing weekly & monthly sales reports

#### 3) Administration Executive @ Golden Spring Contracting LLC (Chinese Co.)

- Performing administration duties,
- Handling Procurement inquiries
- Coordinating with Chinese agents in Iraq
- Searching for new projects in UAE
- Handling trade license, lease & insurance renewals
- Visiting Project sites to report Project Manager
- Providing training to new Chinese staff
- Preparing Weekly & monthly reports



**4) Business Development Executive @ Circle K Convenience Arabia LLC**

- Finding new store locations for **Circle K Convenience Store**
- Visiting commercial & residential areas
- Approaching new & under development sites
- Meeting real estate agents & landlords
- Preparing ROI report for Project Manager
- Preparing footfall & competitors reports
- Sharing weekly pipeline projects with GM
- Travelling to Abu Dhabi & Sharjah for site visits



**5) Sales Executive (Project Leasing) @ Geepas World FZCO Flagship with Western Int'l Group**

- Marketing the lease of retail units in **Al Wafa Center Food Court, JAFZA South**
- Contacting potential clients to lease the units
- Arranging flyers & hoardings for project ads
- Showing site to interested parties regularly
- Prepared introductory profile of project, MOUs
- Interacting between JAFZA & clients to sub-lease
- Categorizing the retail types as per clients' activities
- Coordinating with contractor & developer (Trakhees)



**6) Sales Coordinator @ Big Equipment Int'l FZCO (Heavy Equipment & spare parts Trd.)**

- Attending sales inquiries as a front desk agent
- Reply to unlimited emails by suppliers & customers
- Sending purchase inquiries to global suppliers
- Offering stock/Non-stock cranes to customers
- Managing & updating stock list & website content
- Preparing Invoices, Contracts, Quotations & LPOs
- Reporting sales team about stock & price changes
- Preparing monthly report of in/Outward gate passes
- Handling inquiries of spare parts, workshop equipment



**Computers & IT skills:**

<b>MS Office Packages</b>	MS Word   MS Excel   MS Power Point   MS Outlook Express
<b>Software &amp; Programs</b>	CMS Shopping Cart   COMRADE ERP   MS Paint   MS Picture Manager
<b>Internet &amp; Communication</b>	Websites & search engines   Emails Harvesters   Win Outlook Express
<b>Computers Technical skills</b>	Assembling various hardware & peripherals, setting up printers, routers & troubleshooting

**Qualifications:**

<b>MA (Eco)</b>	2008-2010	Shah Abdul Latif University, Khairpur, Pak
<b>B.Com</b>	2005-2007	Shah Abdul Latif University, Khairpur, Pak
<b>FSC</b>	2001-2003	Saint Saviors Science College, Sukkur, Pak
<b>SSC</b>	1999-2000	SMA High School, Sukkur, Pak

**Personal details:**

<b>D.O.B</b>	18-Jan-1984	<b>Civil Status</b>	Married
<b>Employment Status</b>	Unemployed	<b>Driving License</b>	UAE No.03

**Languages:** English, Urdu, Pashto, Sindhi, W/knowledge of Arabic & Persian

**Declaration:** The above given information is true to the best of my knowledge.