

NUMAN LATIF

Business Development Associate

+923379912300-Multan, Pakistan – numanlatifmuhammad@gmail.com

Professional Summary

Expert business strategist with a sound understanding of organizational development and sales. Skilled communicator with over **09 years of experience** providing companies with successful solutions to building organizational success. Persuasive negotiator who uses integrity and professionalism in presenting joint ventures, assessing acquisition opportunities, and identifying new markets. Innovative thinker who detects more efficient ways of growing company assets by recommending new products, revolutionizing current product offerings, and testing new market approaches.

Professional Competencies:

- Excellent communication and coordination skills
- Skilled in working on scheduling software and customer relationship management applications
- High human resource management aptitude
- Ability to make decisions and solve problems
- Strong multi-tasking ability and organizational skills
- Remarkable analytical and report-drafting skills
- Adept in presenting views and persuading customers
- Comfortable in working with the top management, staff and workers

Professional Experiences

Ghalib International | PVT Ltd, Lahore | Pakistan

International & Local Marketing of Stainless Steel Pipe | Import & Export

Consultation of the clients regarding insurances, duties and taxes

- Monitoring of the shipments to ensure the compliance of regulations
- Search for possibilities to reduce taxes
- Maintenance of customer relations and participation in the organization's sales activities

- Assessment of new marketing and sales opportunities as well as presentation of those estimations to the respective managements
- Ensuring the efficiency and effectiveness of imports and exports

Gulsa AS | Turkey – 3.5 Years

International Marketing of Dental Products / Import & Export

Vespero Furniture | Turkey – 1.5 Years

International Marketing of Furniture / Import & Export

Bayar Celik | Turkey - 4 Years

International Marketing of Stainless Steel Unfinished Products / Import & Export

Manage, oversee and supervise the business of Import and Export Operation group

- Establish Operational Structure for Export & Import Freight Forwarding
 - Arrange the shipments as requested by customers in the manner that contributes company's sales, profitability and maintains the quality of service.
 - Troubleshoot on customer's claims and complains, incidents and work with related parties to close the case.
 - Resolve and collect unpaid invoices with customers.
 - Make a proposal, service quote and present to clients, and conclude the service agreements/contracts.
 - Draw up a budget of Import and Export Operation group and monitor, analyze the results.
 - Create and maintain SOP and Train employees. Develop problem-solving in team and motivate employees.
 - 9. Propose to immediate supervisor or company's internal groups for the purpose of company's increasing sales and profitability, of maintaining and increasing customer satisfaction, quality of service.
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- Negotiate and complete contracts/agreements for activities related to the transportation, customs related services both domestically and internationally.

Maintain company's business related licenses, certificates, bonds and keep the records required by government issued those license and certificates.

Academics

Fatih University, Turkey, MBA-Management

Projects: ERP Model / HR Model / Algorithm on Customer Loyalty & Satisfaction

Projects: Business Economics (How to forecast Negative or Positive effects in real world

Fatih University, Turkey, BS-Mathematics (4 years)

Projects: Jordan Normal Form / Numerical Analysis I Project / Numerical Analysis Project II

Presentation

[ERP Model]

Dates [May 2012]

[Model for the manufacturing companies]

[HR Model]

Dates [April 2012]

[Model for the small firms]

[Customer Loyalty & Satisfaction]

Dates [May 2012]

[Model for the manufacturing companies]

[Optimal Use of Resources]

Dates [November 2011]

[Model for the optimal use of resources within service sector]

[Human Behavior in different Market Structures]

Dates [December 2011]

[Model on the behavior of people against the changes occurs in the system]

[Jordan Normal Form]

Dates [January 2010]

[Application of Jordan algorithm by using the matlab]

[Numerical Analysis Project I]

Dates [January 2008]

[Application of simpson algorithm by using the matlab]

[Numerical Analysis Project II]

Dates [June 2008]

[Application of finite difference algorithm by using the matlab]

