

Munawar Zareef

Achiever - Corporate Sales

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CAREER OBJECTIVE

I AM A SEASONED SPECIALIST PASSIONATE ABOUT DELIVERING EXCEPTIONAL SERVICE. WITH OVER SIX YEARS OF EXPERIENCE IN ADMINISTRATIVE AND MANAGEMENT ROLES ACROSS VARIOUS INDUSTRIES, INCLUDING IT SOLUTIONS, I CONSISTENTLY EXCEED TARGETS AND EXCEL IN MY RESPONSIBILITIES. I AM A SELF-MOTIVATED TEAM PLAYER WITH STRONG ORGANIZATIONAL AND INTERPERSONAL SKILLS. COMMITTED TO CONTINUOUS SELF-IMPROVEMENT, I EAGERLY EMBRACE NEW SKILLS, TAKE ON ADDITIONAL RESPONSIBILITIES, AND STRIVE FOR PROFESSIONAL GROWTH.

Education

2013–2015 **D.com**, (*Intermediate 12th*), Govt Commerce College, Multan.

2011–2013 **Metric**, (*10th*), Govt Bukhari Public High School, Multan.

Professional Experience

Sep 2021–
Present **Corporate Sales and Business Development**,
NEXCEL Computer Solutions, Exhibitions Ave Manama, Bahrain.

As a Corporate Sales Key Account Manager at Nexcel, I consistently exceed quarterly sales targets, driving revenue growth and earning promotion. Beyond sales, I prioritize client relationships and exceptional customer service. I manage procurement, negotiate with suppliers, and oversee purchase orders for timely product delivery. Administrative tasks, including meticulous sales record-keeping and payment tracking, are also part of my routine. Collaboration with my team is crucial as we streamline operations and manage supplier relationships effectively. I actively contribute to setting ambitious sales goals and engage in brand development initiatives, fueling both personal and company success.

May 2020 –
Aug 2021 **Admin Assistant Store Coordinator** ,
Al Shera Auto Accessories, Hamad Town Bahrain.

In my role as an Operations Coordinator, I oversee the organization and management of sales and purchase documents to ensure accuracy and efficiency. Additionally, I manage HR applications related to visa renewal, expiration, and employee payroll, ensuring adherence to relevant regulations and timely processing. Moreover, I collaborate with store supervisors to facilitate the arrival of new stock, including tagging items with UPC barcodes, service tags, and serial numbers, while accurately determining costing and pricing. Furthermore, I maintain relationships with suppliers, negotiating pricing agreements as needed, and effectively manage the arrival of international stock through collaboration with clearance agents.

Aug 2019 – **Store Keeper and Camp Boss,**

April 2020 *Water Color Interior (Middle East) W.L.L, Manama Bahrain.*

As the Operations Manager, I oversee the daily management of incoming and outgoing materials such as tools, machinery, and vehicles, along with maintaining records of employee movements. This includes coordinating with site in-charges to fulfill new material and manpower requirements efficiently. Additionally, I am responsible for scheduling duty sheets for the next day, ensuring smooth operations and optimal resource utilization.

June 2018 – **Admin Assistant and PRO,**

Aug 2019 *Al Reman Building Maintenance LLC , Sharjah, UAE.*

As an Admin and PRO, I handle legal documents, visas, WPS salary, and employee records for over 140 staff. Additionally, I manage administrative tasks such as purchase orders, invoices, payments, and petty cash. I coordinate with department heads on duty schedules, machinery, and material needs, and liaise with subcontractors for manpower and payments. I also arrange meetings, source office equipment, and oversee drivers' petty cash and bills.

Jan 2017 – **Messenger And Front Desk,**

May 2018 *Ghulam Hassan Contracting Co. LLC, Al Khabaisi, Dubai.*

As Office Administrator, I oversee office operations, including managing stationery, answering calls, and opening and closing the office. I update project files with site details, invoices, and time cards. Additionally, I handle material orders, LPOs, quotations, invoices, and payment records. Furthermore, I manage employee visas, renewals, cancellations, labor cards, medical and insurance updates. I also handle document scanning, copying, emailing, saving, filing, and template creation for future reference.

OFFICE ADMINISTRATION

Software PROFICIENT IN MS OFFICE (EXCEL, WORD, OUTLOOK), EMAIL PLATFORMS, AND BUSINESS SOFTWARE SUCH AS INSTA SHOP, ZOHOBANK, ODOO, SWITCHER MST, POS, AND ERP SYSTEMS

SKILLS

- Proficient in corporate sales conversion to cash, emphasizing customer service, time and office management. Skilled in problem resolution, teamwork, and effective communication. Additionally, experienced in customer service, advertising brands, inventory management, LPO processing, cashier responsibilities, and retail sales

LANGUAGE

- Skilled in English, Arabic, Urdu, with ongoing learning

Availability

- One-month notice period. Valid driving license. Eligible for local visa transfer.

Achiever

- Achieved quarterly targets consistently: Q3, Q4 (22), Q1, Q3, Q4 (23), Q1 (24)

Reference

- Credential references available upon request.