

MUHAMMAD ANWAR BALOUCH

Address: House: 437 Road: 3312 Block: 933,
Riffa Al Sharqi Al Buhair, Bahrain.
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Professional Summary

Passionate in automobile field with more than 10 years of experience in different areas. Proficient in recommending the best solution to the customer with variety of interpersonal skills. Able to create new leads and maintain good relationship with the existing customers and thrive to increase sales.

Personal Skills

- Analytical
- Self-motivated
- Dedicated Team Player
- Excellent in multi-tasking
- Quick Learner
- Goal-oriented
- Highly competitive
- Flexible

Professional History

Senior Accountant

City Cars Centre

Sep 2009 – Present

Accountancy / Costing

- Bookkeeping of complete financial records including cash, bank accounts & ledgers
- Complete monthly bank and balance sheet reconciliation
- Calculate the entire cost of vehicle that includes auctions, freights and import duties
- Maintain financial activities such as preparation of yearly budgets, cash flows and purchases
- Oversight of accounts receivables and the documentation of sales and purchases of the vehicles
- Preparation of monthly financial statements that compare actual budget on a monthly and year to date basis and comparison of actual to previous year
- Prepare salaries and wages of the entire staff

Senior Sales Executive

City Cars Centre

Mar 2011 – Present

Sales & Relationship Building

- Comprehend customers' mind and suggest the best option
- Search for the potential customers
- Visit Showrooms with the customers/buyers
- Communicate with the showrooms for automobiles
- Review the documents and maintain files
- Deliver extraordinary customer service and after sales service

Import Officer
City Cars Centre

May 2012 – Present

Import

- Search for the feasible automobiles & make the online biddings in various auctions including American, Japanese and Australian auctions
- Prepare the import documents as per auction & import procedures
- Correspond with the shipper and clearing/forwarding companies for smooth clearing of vehicles from the port
- Management of remittances/payment systems to the shipper/car owners
- Prepare pay orders as per Pakistan Customs Requirements

Senior Administration Officer

City Cars Centre

Jan 2013 – Present

Administration

- Regulate the entire operations of the showroom
- Prepare documents related to sale and purchase of automobiles
- Utilization of the staff and assign daily targets to them
- Direct and train lower level staff to receive and serve the customers in a good manner

Sole Proprietor/Owner

Auto Lube (Oil Change and Car Service Outlet)

Jan-2018 - Present

Supervision

- Supervise entire operations related to Oil Change and Service
- Direct workers/staff
- Direct suppliers/vendors
- Plan and maintain the monthly oil stock

Sales

- Brainstorming ideas to escalate sales
- Identify customers' needs and provide solution/product
- Deliver value-added services
- Focus on relationship building and search for potential leads
- Handle customer complain / claims
- Prepare sales invoices

Costing

- Prepare monthly budget
- Set goals to trim down the operation expenses
- Forecast annual sales budget
- Forecast the expansion costs for service station
- Focus on the tradeoffs related to sales & operations

Education

Intermediate Commerce	2009
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Matriculation Science	2007
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IT Skills

- Proficient in Microsoft Office
- Proficient in Emailing (Outlook)

Personal Data

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| • Marital Status | : | Married |
| • Date of Birth | : | Feb 11, 1990 |
| • Religion | : | Islam |
| • Nationality | : | Pakistani |
| • Languages Known | : | English and Urdu |
| • Passport Number | : | CT3793912 |