

Fouzia Jawed

DOB: December 1990

Language: English & Urdu

Nationality: Pakistani

Residing: Bahrain

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QUALIFICATION

- Diploma in Procurement and Supply; (Chartered Institute of Procurement & Supply)
- Advanced Certificate in Purchase & Supply Operation; (Chartered Institute of Procurement & Supply)
- CIPS Ethical Procurement and Supply (2020)
- Certificate in AML- Trade Finance
- Certificate in AML
- B.Sc. in Banking & Finance (University of Bahrain) 2013

EXPERIENCE

Huawei Brand Supervisor | Future Communication Company | *Reporting to CEO*

June 2013 – Sept 2016 (FCC is Authorized Distributor of smartphone for Huawei, Apple, LG, Sony, HTC, and Lava)

- Preparing yearly forecast and monitoring it on weekly, monthly, and quarterly basis as per the weekly sales performance.
- Monitoring the SKU level sales verse forecast to analyze its trend point out if the monthly forecast needs to be revised.
- Setting sales targets yearly, quarterly, and monthly with Principal and finalize them.
- Negotiating yearly contracts with power retailers and finalize them.
- Solely responsible to implement promotions in Bahrain market which includes the activities like designing the promotions, calculating and negotiating it with principal for budgets approval and marketing funds, listing and implementing the promotion and calculating as well as claiming budget & rebates from the principal.
- Calculating the market price of new products and price protection of the old products, if required.
- Authorized to approve the prepared Purchase Orders (PO) to be sent to the Principal as well as the received POs from the Customers.
- Monitoring Huawei displays, POS materials, stock availability, promotion implementation, price verification during surprise visits.
- Ensuring the stock readiness of the promotions and new launches to arrive and execute it on time.
- Designing incentives for promoters and salesperson. Listing and allocating new products in the market.
- Training sub ordinates and other staff. Organizing training events and new launches in Bahrain
- Sending weekly reports of PSI, sell-out, market stock and warehouse stock reports. Along with pipeline and OTI.

- Allocating stocks to the irrespective retail customers according to their sell out potential with reference to sells record maintained.
- Managed all the responsibility related to Brand manager during his absence which includes instructing and leading the team
- Evaluating and providing remarks of sub ordinates performance.
- Achieved 100% of sales target.
- Successfully launched Huawei P8, Mate S, Mate 8 and P9 in Bahrain in 2015- 2016
- Appraised on the good performance by FCC top management with reward 2015 2016. And was also appreciated by Huawei and Retailers for maintaining proper coordination and mutual benefits
- Successfully planned and participated in Bahrain 4th Shopping Festival in 2016 to promote Huawei that was ended up cost effectively.
- Sole representative from FCC to host Bahrain Customers in Dubai during new product launch trips

Coordinator | Habib Bank Limited – HBL | *Reporting to Country Manager Sept 2016- Present...*

- Coordinating with Compliance department in line with responding to CBB inquiry to verify accounts of CR/ individuals and responding their queries within the deadline. Ensuring that regulatory requirements are completely met.
- Managing with all functions to obtain project updates reports and ensure projects meet their targets as per CBB deadlines and report it to the management.
- Being a part of purchasing process related products/services in coordination with user function, analyzing the market, sourcing out the cost-effective and quality deliverable outcomes from the relevant vendors, monitoring expenses and reporting it to the top management in Bahrain branch, Regional office as well as Head office, if necessary, communicate with vendors, clients, internal teams regarding progress.
- Negotiating, finalizing and monitoring supplier/vendor contracts by timely observing all the services are done according to the agreement and KPIs and products are being delivered as per the agreement and release payments in coordination with Finance function.
- Responsible for initiating Expense related Plan and proposed it to the top management.
- Reviewing monthly expenditure reports and reporting it to top management.
- Support branch occasionally that customers profiles are updated through KYC and notify to the concerned.
- Handling customers' requests related to their accounts, products & services.
- Generating and providing Bank Statements Corporate Clients timely.