

**MUHAMMAD ARSLAN DILBAR**

Jubail, Saudi Arabia • 966-530833343• marslandilbar@gmail.com

**Resume Title**

Accomplished Marketing and Sales Leader with a proven track record of innovative and successful new product introductions for service provider and enterprise solutions. Key relationship manager with engineering, partners and channels. Outstanding product marketing and product management skills and the ability to coordinate cross-functional teams to deliver impactful results.

**Areas of Expertise**

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| * New Business Development
 | * Customer service
 | * Business Technology
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| * Key Account Development
 | * Office Administration
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| * Microsoft Office
 | * Adobe Product Suite
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**Education**

**Master of Business Administration** **(Sales & Marketing) |** University of central Punjab,Lahore, Pakistan

**Bachelor of Commerce |** University of the Punjab Lahore, Pakistan

**Experience**

**Erne Fittings Middle East Co Ltd**, Jubail, Saudi Arabia 2017 to Present

Assistant Sales Manager

**Key Accomplishments:**

* Handling all sales related activities (making offers, orders handling, Offers / orders follow up)
* Achieving yearly targets
* Main area of sales is GCC (UAE, Kuwait, Oman, Bahrain, Qatar)
* Have complete knowledge about quality standards like Shell (MESC), ADNOC, KNPC, and Aramco.
* Knowledge about material codes and standards (WPB, WPL6, WPHY60, Y52, Y75, 316 Stainless-steel, Duplex, Super duplex, WPNICMC, WPNCMC)
* Handling customer complaints
* Payment follow-ups
* Handling project orders as well as stock orders
* Have complete knowledge about payment terms and delivery terms
* Visiting customers quarterly
* Coordinating with production, quality and logistics to complete and deliver customers’ orders on time.

**Arab Circle Co Ltd,** Dammam, Saudi Arabia, 2016 to 2017

Sales Executive

**Key Accomplishments:**

* Achieve highest company sales regarding Laboratory machines & items of the year during second quarter from starting with the organisation.
* Consulted with prospective clients on how to incorporate legal and regulatory compliance to improve their trade workflows
* Engage new customers and strengthened existing relationships through account management.
* Payments follows and receivables.
* Key account management

**ARRAZI CLINICS,** Jubail, Saudi Arabia, 2015 to 2016

Sales Coordinator /Admin Assistant

**Key Accomplishments:**

* Effectively coordinated with marketing team to ensured sales process smooth by answering customer queries on time.
* Actively support the admin manger regarding his daily responsibilities and maintained the meeting records as well as follow-up with clients and other business partners.
* Evaluated and reviewed complaints received from customers and recommended corrective action to the applicable business unit and function.

**Personal Info:**

* Nationality: Pakistan
* Date of Birth:18-June-1990
* Sponsorship Status: Valid & Transferable
* Driving License: Saudi Arabia
* Languages: English, Urdu & Arabic(Beginner)
* Marital Status: Married
* Industrial knowledge of Saudi Arabia.

**Reference:**

Will be provided on request. Thanks for your time and Consideration.