

ASIM KAYANI

Mobile: +966- 502063140 | email: asimkay1@gmail.com

Residential Status	:Transferable Iqama
Marital status	:Married
Nationality	:Pakistani
Date of Birth	:26th May, 1970
Driving License	:Saudi Arabia (LH), Pakistan (RH), United Kingdom (RH)



SUMMARY

Eager to be a part of Business Development and Procurement Department by contributing towards the growth of a well-established top-tier Organization with quality services and secure Authoritative Position where I can maximize my Analytical, Financial, Management, Marketing, Customer Dealing, Quality Assurance and Operational/Development skills with over 19 Years' experience in the fields of Sales, Marketing, Operations and Procurement by adhering to company's requirements and policies.

EXPERIENCE

06/2017 to Present

Manager Marketing & Sales

East Triangles Trading Est. - Dammam, KSA

- Trading of Down-Stream and Up-Stream Piping, Instruments & Electro-Mechanical Fitting requirements in Oil & Gas sector for EPC and Saudi Aramco Sub-contractor companies.
- Carried out Aramco, SCECO, Marafiq, DACO Vendor registration.
- Managed PQ/Bid Submission/RFP/RFQ/ along with meeting CD/Proponent as per required.
- Managing Sales Team in Central & Eastern Region.
- Assisting Team in meeting Major Prospective clients to understand their Material requirements as per Project Schedule.
- Evaluation of Prices Quoted/Provision of Material to End-user Clients.

03/2014 to 06/2017

Sales Manager

Ahmed Bin Abdul Aziz Al-Fozan & Partners Co. Ltd - Al-Khobar, KSA

- Established Electro-Mechanical division, responsibilities include Strategizing Marketing, Sales & Procurement of Electro-Mechanical/Building/Finishing material by analysis of prices in Eastern Region of Saudi Arabia.
- Managed Aramco, SCECO, Sabic, Satorp, Sadara and other EPC companies PQ/Bid Submission/RFP/RFQ/ and meeting with CD/Proponent as per requirement of project.
- Marketing of Down-Stream and Up-Stream Piping, Instruments & Fitting requirements in Oil & Gas sector for EPC and S.Aramco Sub-contractor companies.
- Marketing & Sales as an Joint Venture operator and Authorized Agent for Hubbel Electrical Systems, Feam, Pentaire, Helukable, Amphenol, Thermoweld & General Electric USA in Co-ordination with their Regional office.
- Coordinated after Sales Customer Support of existing/new clients for speedy resolution of issues.
- Development of Team Personnel by analyzing weaknesses and devise strategies for enhancement.
- Bidding/Quoting/Price negotiation for the procurement of Material for ongoing and upcoming projects.

04/2011 to 08/2013

Business Manager

SEEMA General Contracting- Al-Jubail Industrial, KSA

- Managed/Supervised Aramco, SCECO, Sabic etc. for PQ/Bid Submission/RFP/RFQ/ and meeting with CD/Proponent.
- Managed Sales and Marketing activities in reaching goals and objectives related to productivity, profitability and industrial market penetration, among other areas.
- Performance evaluations and setting goals.
- Ensure workers have the resources to complete their work
- Managed day-to-day operational aspects of project like staff deployment, Transportation to & from site and Materials Procurement.
- Ensured that the projects produced required deliverables in line with established standard of quality, and within the specified constraints of time and cost.
- Reviewed deliverables prepared by team before presenting to client.
- Developed and implemented budgets, prepare reports for senior management and ensure the department complies with company policies that have been rendered to ensure the project effectiveness.
- Carried out evaluation that can help employees improve their work when they fail to meet the company's performance requirements.
- Assigning Personnel to projects as per their skills by keeping in mind their development needs.

- 04/2004 to 04/2011 Consumer Division Incharge**
Bank Alfalah Ltd- Karachi, Pakistan
- Marketing/Sales of Banking Services and new facilities to customers.
 - Managed Bank's marketing activity along-with day to day expenses at Expo Center Karachi as and when needed annually.
 - Managed and Coordinated Marketing promotional activities/Branding of new financial products to customers.
 - Assist/Recommended Management in developing policies, systems, documentation etc. as and when required in order to prevent Fraud.
 - Maintained friendly/professional customer interactions, shared product knowledge with customers while making personal recommendations.
 - Customer complaints resolution by supervising rectifications.
 - Managed staff of 15 members. Supervised/Administered Cash Department/ Personnel against third party Operational risks and adherence to AML (Anti Money Laundering) policies set by State Bank of Pakistan while processing transaction. Monitored/Supervised Month-end GL Balancing by concerned Staff, Clearing/Remittance Department and personnel.
- 10/1999 to 07/2002 Senior Business Analyst**
Sidat Hyder Morshed Associates-Karachi, Pakistan.
- Reviewing/Analysis/Mapping/Need identification of existing Business processes/IT Firmware and Applications.
 - Information Systems Strategic Planning and Process Reengineering.
 - TQM Including Scenario & Risk Analysis of possible inherent errors and documentation.
- 1997 to 1998 Assurance Advisor**
EFU Life Assurance-Karachi, Pakistan.
- Management and guidance of an independent Sales Team personnel.
 - Recruitment/Assessment and individual training of the new recruits.
- 1996–1997 Supervisor EDP**
Insta Phone-Karachi, Pakistan.
- Marketing and sales.
 - Customer handling.
 - Supervising team of Technicians.
- 1995–1996 Business Executive**
Forex Links-Karachi, Pakistan.
- Devise best suited Trading Strategy on the basis of best Fundamental & Technical analysis of Forex and Future market.
 - Trading on behalf of Clients

HIGHLIGHTS

- Excellent communication skills
- Energetic
- Bilingual in English & Urdu
- Resolution-oriented
- Compelling leadership skills
- Effective Retail, Sales and Administration Manager
- Exceptional multi-tasker
- Cross-cultural sales background

ACADEMIC ACHIEVEMENT

BBA (Business Administration)
Al-Khair University, Islamabad, Pakistan.

ACCOMPLISHMENTS

Managed a successful Customer Service team of 25 members who consistently exceeded Service Standards and Deposit Targets each month. Exceeded Sales Management goals/Targets on Monthly/Quarterly/Half Yearly basis, which led to overall Branch's Deposit Position/Performance. Developed highly effective sales training strategies as Consumer Division In-charge for Team under supervision. Managed/Organized Instigation of Multimedia Production House *Tripod Production Pakistan* as Business Partner with a friend and was Acting DOP Editing.

TRAININGS/COURSES

Alfalah Gold Standard (*for Customer Experience & Quality Assurance*)
 Remittance & Collection
 Remittances Incl. Foreign
 Remittances Banking Law & Practices

COMPUTER KNOWLDGE

Microsoft Office
Microsoft Excel
Microsoft Access

PowerPoint
Microsoft Visio WordPerfect

Adobe PhotoShop

INTERESTS AND ACTIVITIES

- Reading articles/magazines regarding Business enhancement trends, Computer Hardware/Software and Automobiles Technology.
- Playing Snooker and Deep Sea Angling.
- Member: Pakistan Game Fishing Association.