



WAQAS REHMAN

Address: Doha, Qatar

Email Address: waqasrehman.rw@gmail.com

Phone# (+974-7128-1278)

Visa Status:- Transferable with NOC & valid QID

PROFESSIONAL SUMMARY

Enthusiastic and professional. Experienced in the Sales and Administration Departments with training in a wide range of office & sales administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

PROFESSIONAL EXPERIENCE

SALES MARKETING COORDINATOR

Global Enterprises Co (ACEC Group) Doha, Qatar



AUTO PARTS (Aug,2023 to Present).

- Assist the sales team in day-to-day! Activities and support their effort to achieve sales targets in Auto Parts.
- Handle customer inquiries and provide exceptional service to clients seeking Auto Parts solutions.
- Prepare quotations and proposals for potential customers in the automotive industry.
- Maintain accurate sales reports, records and update the CRM system regularly.
- Collaborate with the sales team to identify new business opportunities in the Auto Parts Sector.
- Conduct market research to stay updated on industry trends and competitor activities within the Auto Parts market.
- Issue Sales transaction invoices.
- Verify orders, including customers' personal information and payment details.
- Manage filing systems for electronic and hard copy documents to keep organized records.
- Receive and process sales / Purchase orders.
- Process Delivery and Credit notes.
- Report data to upper management for review.

SALES ADMINISTRATOR

Honda Shahrah-e-Faisal & Defence Karachi, Pakistan



HONDA

3S DEALERSHIP (Apr,2018- May,2023).

- Receive and process Sales and Purchase orders.
- Issue sales transaction invoices.
- Verify orders, including customers' personal information and payment details.
- Contact customers by phone or email to answer queries and obtain missed information.
- Process GRN, Bills, Gate passes.
- Prepare Discount and Incentive Reports.
- Complete data entry tasks with accuracy and efficiency.
- Liaise with the Logistics department to ensure timely deliveries.
- Maintain Vehicles Warehouse Reports.
- Assist customers with sales needs such as inventory and shipping questions.
- Maintain and update sales and customers records.
- Ensure sales targets are met and report any deviations.
- Track incoming and outgoing files and materials and maintain accurate records for potential discrepancies.
- Contact customers prior to delivery to confirm and coordinate delivery times.
- Assist and coordinate with the sales team.
- Support the sales department with other administrative tasks, if requested.
- Manage filing systems for electronic and hard copy documents to keep organized records.
- Develop Monthly Sales Reports.
- Monitor sales team performance and provided constructive feedback.
- Report sales data to upper management for review.

ADMINISTRATIVE ASSISTANT

Honda Shahrah-e-Faisal & Defence Karachi, Pakistan



HONDA

3S DEALERSHIP (Jan,2015- Mar,2018).

- Answers and transfers phone calls, screening when necessary.
- Manage office supplies stock and place orders.
- Manage and update HR database with different information such as new hire, terminations, sick leave, warning letters, vacation, and days off.
- Help in payroll management, preparation, and payment.
- Prepare, manage, and store paperwork for HR policies and procedures.
- Organize and schedule appointments and meetings.
- Assist Recruiters in posting job ads on career pages and process received resumes.
- Maintain computer and manual filing systems.
- Write letters and emails on behalf of other office staff.
- Prepare regular reports on expenses and office budgets.
- Arrange travel and accommodation.
- Schedule in-house and external events.
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- Prepare reports and presentations with statistical data, as assigned.
- Supervise clerical staff.
- Report data to upper management for review.

EDUCATION

BBA (Bachelor of Business Administration) with major in **"MARKETING & FINANCE"**

(2015-2019)

from Preston University Karachi, Pakistan.

COURSES & CERTIFICATES

06 Months Computer Course **"OFFICE AUTOMATION"** from Mastermind Coaching Academy

(2013)

Charsadda, Pakistan

SKILLS & ABILITIES

SAP S/4 HANA, ERP, Peachtree, MS Excel, MS Word, MS PowerPoint, MS Outlook, Invoicing, Graphic Designing, Administrative & Sales Support, Quick Learner, Customer Services, Record keeping, Mail Handling, Order Management, Team Player, Back Office Support.

LANGUAGES

English, Hindi, Urdu, Pashto, Punjabi.

PERSONAL DETAILS

Date of Birth: 05th Nov 1996

Marital Status: Single

Nationality: Pakistani

Religion: Islam

Passport#: TG9155961

Driving license: Process (Qatar).