

# MUSTAFA TAHIR

## CONTACT



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Lahore, Punjab

## SKILLS

- MS Office, with Expertise in Microsoft Excel and Power Point.
- Key Account Handling
- Stress Management
- CRM
- Adaptability
- Fluent in English, Urdu and Punjabi.
- Strong Suite in verbal Communication.
- Cross Functional Team Collaborator

## EDUCATION

### Bachelors of Business Administration

*Major in Marketing*

University of Central Punjab

2018 - 2022

### Intermediate

*Computer Science*

Punjab Group of Colleges, Lahore

2013 - 2015

## WORK EXPERIENCE

### Corporate Sales Coordinator

#### Careem Pakistan | Lahore

November 2022 - Present

- Managed high-value client account "Packages Limited," ensuring exceptional service and satisfaction, which contributed to client retention and loyalty.
- Successfully retained a critical account through the implementation of strategic initiatives, resulting in substantial growth of 53% and establishing a lasting, valued partnership.
- Drove significant sales growth within the Packages account during my tenure, elevating annual sales from Rs 20.4M to an impressive Rs 31.2M through effective account management and strategic planning.
- Maintained seamless communication with strategic partners and clients, fostering strong relationships and ensuring efficient operations while addressing any potential issues promptly.
- Real-time data management, enhancing operational agility to swiftly address and overcome challenges for clients and partners.
- Exceptional stress management skills proven by making critical decisions during high-pressure situations, resulting in the uninterrupted flow of business operations and client satisfaction.

### Supply Chain Intern

#### Lake City Holdings

August - September 2022

- Six-Week Intensive Supply Chain Management Program
  - Led a six-week supply chain training program emphasizing cross-functional teamwork and effective communication to master essential principles.
- Proficient Handling and Generation of Purchase Orders (POs)
  - Collaborated seamlessly with suppliers and internal stakeholders to streamline procurement processes, resulting in improved supplier relationships and reduced lead times.
- Strategic Inventory Management
- Continuous Learning and Adaptability
  - Adapted quickly to changing circumstances and embraced new challenges with a solutions-oriented mindset, contributing to a dynamic and agile supply chain team.

### Sales Intern

#### FICO Chemical (Pvt) Limited

June - August 2017

- Successfully facilitated the sale of various product categories, demonstrating adaptability and a diverse sales skill set.
- Effectively managed and maintained sales accounts, ensuring high levels of client satisfaction and retention.
- Proactively expanded vendor partnerships, acquiring a substantial number of new suppliers to diversify product offerings and enhance market presence.
- Accrued invaluable field experience, gaining a deep understanding of customer preferences and market dynamics through hands-on engagement.