

# Muhammad Tariq Mahmood

Assistant General Manager + Operations Specialist

RESIDENT: PAKISTAN, EGYPT & KUWAIT Executive Management  
Customer-oriented General Manager with 10+ years of experience focused on increasing revenues and expanding margin. Adaptive and deadline-oriented consistently executes and completes multiple projects in high-stress environments. Meticulous leader and strategic planner with comprehensive managerial acumen, offering vision and motivational acumen.

## Work History

2015-10 - 2022-01	<div><b>Assistant General Manager + Operations Specialist</b></div> <div>Mutawa Al, Kazi</div> <ul style="list-style-type: none"><li>Operational Responsibilities (Acting Showroom &amp; Operation Manager)</li><li>Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.</li><li>Proved successful working within tight deadlines and fast-paced atmosphere.</li><li>Prepared variety of different written communications, reports and documents.</li><li>Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.</li><li>Increased customer satisfaction by resolving issues.</li><li>Managed team of employees, overseeing hiring, training and professional growth of employees.</li><li>Carried out day-to-day duties accurately and efficiently.</li><li>Monitored company inventory to keep stock levels and databases updated.</li><li>Maintained energy and enthusiasm in fast-paced environment.</li><li>Created plans and communicated deadlines to complete projects on time.</li><li>Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.</li></ul>
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## Contact

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## Skills

Decision Maker	●●●●● Excellent
Problem solving, dispute resolution, project management, public speaking, multi-tasking, prioritization; work with little or no supervision as well as in teams.	●●●●● Excellent
Research and Market survey skills	●●●●● Excellent
Think Tank solution providing for Administrative & Management Functions.	●●●●● Excellent
Auto modifications activities.	●●●●● Excellent

- Develop & maintain all kind of services required to achieve objectives on ground to top level
- Kuwait Automotive Brands performance analysis
- Car orders Management, payments scheduling, arrivals & stock management
- Record keeping, Location, Specs & any damages occurred during Shipment
- Follow Sales consultants for their sales prospects & motivating to close the deal at earliest
- Consoling & training sales consultant on their performance on individual levels
- Preparing manual reports of sales and the status for each vehicle reserved, crippled or invoiced
- Preparing work shifts for the sales consultants and showroom staff monthly basis
- Responsible for keeping up to date records and maintaining in system for the cars been displayed in showrooms and their current locations
- Responsible for follow up with the service center with the crippled cars restoration jobs
- Following up all advertising campaigns and its result with the marketing dept
- Assisting General Manager on his operational activities
- Holding Sales Staff & other line operational activities Interviews
- Set comprehensive goals for performance and growth
- Oversee daily operations of the company and the work of branches
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Develop performance measures that support the company's strategic direction
- Manage any third parties to which functions have been outsourced
- Ensure that the company complies with all legal and regulatory requirements
- Report risk issues to the CEO & GM
- Create measurable KPIs to guide the teams to work in the right direction

Warehouse/Factory

Management



Excellent

Management/Leadership  
experience



Excellent

Strategic development  
experience



Excellent

Client account  
management



Excellent

Effective communication



Excellent

Supply chain planning



Good

Proficiency in [(Word,  
Power point, Excel, Access,  
Visio, Project for any  
Business process designing)]



Excellent

Performance improvement



Excellent

Purchase order creation



Very Good

Budgeting



Good

Consistently meet goals



Excellent

Relationship building



<div>2014-11</div>	<div>DELOITTE &amp; TOUCHE</div> <ul style="list-style-type: none"> <li>• Learned detail Business Process Flow Charts according to the core work of the organization</li> <li>• Preparation of charts with the segregation of department wise Process flows</li> <li>• Organized information for Cyber Forensics (IT Criminal Investigation Presentation) for Introducing the Cyber Forensic Tool Kit for Internal Auditors for improvement of business continuity and operations</li> <li>• Learned the skills for Internal Auditing and currently studying CIA (Certified Internal Auditing) certification course</li> <li>• Various assignments done being issued by the Supervisors, Managers, Senior Managers</li> <li>• Other entities assignments completed to get my skills and abilities professional.</li> </ul>	<div>Excellent</div> <div>Sales expertise</div> <div> </div> <div>Good</div> <div>Project Management</div> <div> </div> <div>Excellent</div> <div>Price negotiation</div> <div> </div> <div>Excellent</div> <div>Employee scheduling</div> <div> </div> <div>Excellent</div> <div>Purchasing</div> <div> </div> <div>Excellent</div>
<div>2012-01</div>	<div>General Manager, Operations Specialist/Manager, Procurement Specialist</div> <div>NUTS &amp; TOOLS</div> <ul style="list-style-type: none"> <li>• Designing the Business plan for Educational Events</li> <li>• Coordinating the Budget of investment and controlling</li> <li>• Planning the Event</li> <li>• Team Organizing</li> <li>• Organized Marketing &amp; Advertising Purpose of Event on (Individual, Universities &amp; B to B Basis)</li> <li>• Organized Designs for Advertising Event Campaign &amp; material distribution</li> <li>• Arranging Inbound &amp; Outbound Speakers from Universities, Business Sectors &amp; students, Above Information is completely correct and having the possession of all the certificates and Degree as a proof of originality</li> <li>• Reference will be provided on Request and can be approached at any time, discussed in consent by the Employer</li> <li>• Muhammad mahmood</li> </ul>	<div>Business Development</div> <div> </div> <div>Excellent</div> <div>Staff training/development</div> <div> </div> <div>Excellent</div> <div>Vendor relationship management</div> <div> </div> <div>Excellent</div> <div>Efficient multi-tasker</div> <div> </div> <div>Excellent</div> <div>Deadline-oriented</div> <div> </div> <div>Excellent</div> <div>Coaching and mentoring</div> <div> </div> <div>Excellent</div> <div>Recruitment</div> <div> </div> <div>Excellent</div> <div>Verbal and written communication</div> <div> </div>
<div>2010-07 - 2010-09</div>	<div>Marketing Intern</div> <div>Ultimate solutions</div> <ul style="list-style-type: none"> <li>• Learned the capability of getting the knowledge</li> </ul>	<div>Verbal and written communication</div> <div> </div>

- of Client Qualification
- Performing the Email marketing strategically to explain the company's goal for providing the solutions of Project Management and contractor's online assistance
- Projects Accomplished

Excellent

Effective leader



Excellent

Product development



Excellent

## Education

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2020-01	<b>Started Certified Internal Audit (CIA) Studies</b>
2019-01	<b>Project Management Professional course attended</b> <i>New Horizon Institute Kuwait</i>
2013-01	<b>Master of Business Administration</b> <i>Bahria University - Karachi</i>
2010-01	<b>Bachelor of Commerce</b> <i>Karachi University</i>