

## Contact

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## Top Skills

Business Marketing  
Business-to-Business (B2B)  
Marketing

# ADIL IRFAN

A.I Syed  
Karāchi, Sindh, Pakistan

## Summary

Believe in putting dedicated hard work & robust performance to the accelerate with optimistic approach my abilities and skills for the progressive of my career and the Organization. I like Punctuality, Sincerity, Integrity and Impartiality.

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## Experience

Techtrix System  
PA OF THE CEO  
August 2023 - Present (1 month)  
Karachi Division, Sindh, Pakistan

Act as the point of contact among executives, employees, clients and other external partners.

Manage information flow in a timely and accurate manner.

Manage executives' calendars and set up meetings.

Make travel and accommodation arrangements.

Rack daily expenses and prepare weekly, monthly or quarterly reports.

Oversee the performance of other clerical staff.

Act as an office manager by keeping up with office supply inventory.

Format information for internal and external communication – memos, emails, presentations, reports.

Take minutes during meetings.

Screen and direct phone calls and distribute correspondence.

Organize and maintain the office filing system.

Qavi Tech  
Business Analyst  
February 2023 - April 2023 (3 months)  
Karachi Division, Sindh, Pakistan

Business Analysis: Proficient in dissecting complex business challenges, conducting thorough requirements gathering, and formulating solutions that address key pain points.

**Project Management:** Skilled in leading cross-functional teams, defining project scopes, timelines, and deliverables, and ensuring projects are completed within budget and on schedule.

**Data-Driven Insights:** Adept at translating data into actionable insights that drive informed decision-making and foster operational excellence.

**Stakeholder Engagement:** Experienced in cultivating productive relationships with stakeholders, ensuring their needs are understood and integrated into project strategies.

**Agile Methodology:** Well-versed in Agile practices, including sprint planning, backlog grooming, and facilitating iterative development.

## OLX Pakistan

### Account Manager

September 2022 - December 2022 (4 months)

Karachi Division, Sindh, Pakistan

Visit seller locations and upload/manage car listings for all assigned customers and coordinate with inspection teams for timely certification of vehicles

Manage all incoming queries (calls, SMS, WhatsApp, etc.) for all assigned car stock and provide information to prospective buyers

Visit seller locations with prospective buyers for vehicle viewing and use proven sales techniques to effectively present and sell automobiles to prospective buyers

Ensure proper transfer of vehicles from sellers to buyers at the time of transaction

Provide daily and weekly reporting to managers in specified format.

## Webart.pk

### Sales Marketing Manager

June 2021 - August 2021 (3 months)

Karachi Division, Sindh, Pakistan

**Sales Strategy:** Develop and execute a comprehensive sales strategy that aligns with the company's growth objectives.

**Marketing Campaigns:** Plan, execute, and oversee multi-channel marketing campaigns.

**Lead Generation:** Drive lead generation efforts through a combination of inbound and outbound tactics, including social media, email marketing, content marketing, and strategic partnerships.

**Client Engagement:** Build and maintain strong relationships with existing clients, ensuring their needs are met and exceeded.

Team Leadership: Lead and inspire a high-performing sales and marketing team.

Performance Analysis: Monitor and analyze sales and marketing performance metrics.

Market Research: Stay current with industry trends, competitor activities, and emerging technologies.

Budget Management.

## UBL Fund Managers

### Senior Wealth Advisor

December 2017 - May 2021 (3 years 6 months)

Karachi Division, Sindh, Pakistan

Client Relationship Management: Strong relationships with high net worth clients with their risk tolerance, and investment preferences to tailor personalized investment strategies.

Financial Planning: Develop holistic financial plans that encompass investment, retirement, estate, and tax planning.

Investment Advisory: Equities, fixed income securities, mutual funds, and alternative investments.

Portfolio Management.

Market Research:

Wealth Preservation: Implement risk management techniques and hedging strategies to mitigate potential losses.

Client Education: Foster a deeper understanding of investment principles and long-term financial planning.

Regulatory Compliance: Ensure that all advisory practices are in compliance with relevant laws and guidelines.

Team Collaboration.

Business Development: Seeking new client relationships and referrals.

Participate in seminars, workshops, and networking events to expand the client base.

## Meezan Bank Limited

### Business Development Officer

March 2015 - November 2017 (2 years 9 months)

Karachi Division, Sindh, Pakistan

Branch banking Manage the portfolio of Liabilities. Laptop Financing, Car Finance and House Financing.

Bring in the most deposit in CASA and Term Deposits, through professional reference, natural market.

Prepare account verification checklist, SDD, Risk score sheet, EDD, Account opening tracking sheet, KYC report, Day planner, Call report.  
Concentrate on businesses to get maximum deposits and for long term pure banking.  
Monitor transactions of accounts in the portfolio (AML).

## Newports Institute of Communication and Economics (NICE)

### System Network Administrator

May 2014 - February 2015 (10 months)

Karachi Division, Sindh, Pakistan

Maintaining computer networks and systems including software, mainframes, VPNs, routers and other physical hardware.

Installing and configuring network equipment to update or fix hardware or software issues.

Updating virus protection software to keep data and communications protected.

Monitoring computer systems to improve network performance for computer systems and networks.

Communicating networking issues to other employees and management, especially in training new users.

Fixing software and hardware configuration issues for users on-demand or from inspection of the systems.

## Shan Enterprises

### Software Quality Assurance

March 2011 - January 2012 (11 months)

Karachi Division, Sindh, Pakistan

Test Planning: Collaborate with cross-functional teams to define test strategies, scope, and objectives for software projects.

Test Execution: Execute manual and automated test cases to validate software functionality, identify defects, and ensure compliance with project requirements and design specifications.

Defect Management: Log and track defects using issue tracking systems.

Automation Testing: Design, develop, and maintain automated test scripts using relevant testing frameworks and tools.

Regression Testing: Perform regular regression testing to validate software changes and updates.

Performance Testing: Conduct performance and load testing to assess software responsiveness, stability, and scalability under varying conditions.

User Acceptance Testing (UAT): Coordinate UAT activities with end-users and stakeholders.

Documentation: Create detailed test documentation, including test plans, test cases, and test scripts.

## Biotech Healthcare

### Sales Engineer

January 2007 - December 2007 (1 year)

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## Biogenics Pakistan

### Sales Executive

May 2006 - December 2006 (8 months)

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## Education

### National University of Sciences and Technology (NUST)

Advanced System & Network Administration, Computer Systems Networking and Telecommunications · (January 2014 - December 2014)

### Sheikh Zayed Islamic Center

Bs Computer Science, Computer Technology/Computer Systems Technology · (January 2007 - 2012)

### Pakistani swidish institute of technology

Diploma Associate Engineer, Garments Technology · (2003 - 2006)