

Negotiation

★★★★★ *English*

- Creating foreign direct investment opportunities in Canada, Azerbaijan, and Turkey through content writing.
- Forwarded inquiries regarding the availability of new franchises or existing resale opportunities to members of the International Franchise Professional Group (IFPG).
- Sent paid LinkedIn invitations for conference invitations and gathered contact details of interested candidates.
- Responsible for submitting business immigration applications to Canadian immigration consultants.
- Send invitations to international brands to participate in our company's upcoming franchise expo in Canada.
- Sending LinkedIn invitations to individuals outside of Canada to identify potential investors interested in Canadian business opportunities and business immigration in Canada.

Business planning

Data analysis

Report automation

Database Management

Performance metrics
evaluation

Business process mapping

Competitive analysis

Data Mapping

Data verification

Compassion

Cost Management

Staff Management

Team work

Predictive modeling

Release planning

Market research

Microsoft Office Suite

Consulting

Productivity assessments

Report generation

Performance Management

Requirements analysis

Budget administration

Financial statements
expertise

Account Reconciliation

Business Analyst

at Shell Pakistan Limited, Karachi

July 2008 – December 2020

- Analyzed key aspects of business to evaluate factors driving results and summarized into presentations.
- Improved business direction by prioritizing customers and implementing changes based on collected feedback.
- Performed competitor bench-marking analysis to identify manufacturing savings opportunities and potential product enhancements.
- Evaluated consistency and importance of different business intelligence data against needs to determine optimal courses of action.
- Applied honed problem-solving skills to analyze and resolve issues impacting business operations and goal achievement.
- Assessed impact of current business processes on users and stakeholders and evaluated potential areas for improvement.
- Built library of models and reusable knowledge-based assets to produce consistent and streamlined business intelligence results.
- Drafted quarterly and yearly reports on company financial metrics to assess successes and account for deficiencies.
- Assigned tasks to associates, staffed projects and updated all involved parties to enhance optimal business flow.
- Identified process inefficiencies through gap analysis and outlined sensible solutions.
- Led cross-functional teams to analyze and understand enterprise-wide operational impacts and opportunities of technology changes.
- Met with stakeholders to establish favorable business relationships and support mutually beneficial interests.
- Created workflow diagrams and Gantt charts to clearly demonstrate processes and timelines.
- Optimized system and platform performance capabilities in most efficient, practical way possible.
- Reviewed files, records and other documents to obtain business information and key data informing responses to development requests.
- Mapped current business and operational processes and recommended areas for improvement.
- Mapped process activities to identify shortfalls and propose options to rectify operational inefficiencies.

Security System Designer and Project Coordinator

at Reliable Security Solutions (RESCO), Karachi

July 2004 – July 2008

- Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.
- Provided accurate, detailed quantity take-offs from project drawings and technical specifications.

Trend forecasting

Organization and Time
management

Codes compliance

System layouts

2D and 3D renderings

Project Management

Business Development

Staff training/
development

Operational leadership

Operations management

Retail Operations
Management

Cross-functional
communication

Presentation Material

Reporting efficiency and
accuracy

Data tracking applications

Workflow Analysis

Web-based reporting
Tools

Operations analysis

Gap analysis

Performance Reports

Inventory Management

- Drove team success through shared vision and recognition of quality performance.
- Orchestrated projects within strict timeframes and budget constraints by solving complex problems and working closely with senior leaders.
- Identified, reviewed and applied policies and procedures.
- Headed project teams specializing in design and launch activities.
- Modified and directed project plans to meet organizational needs.
- Maintained open communication by presenting regular updates on project status to customers.
- Reported regularly to managers on project budget, progress and technical problems.
- Verified quality of deliverables and conformance to specifications before submitting to clients.
- Built successful project plans covering objectives, resources and staffing to meet schedules

Order Booker Plus Sales Representative

at Indus (Deer) Pencil Industries, Karachi

November 2003 – June 2004

- Responsible for order booking of stationary items of Indus Pencil (Deer) to area allotted North Karachi, New Karachi, Clifton, and Surjani Town.
- Responsible for payment and invoices generations
- Project Manager for Marketing Victory Pen to all over Karachi.

EDUCATION

Matriculation April 2001

Pakistan Air Force Intermediate College Masroor, Karachi

Subject: General Computer Science

Intermediate April 2004

Pakistan Shipowners College Karachi, Karachi

Subject: Pre- Engineering

B.Com April 2010

Karachi University, Karachi

Subject: Commerce

COURSES

AutoCAD draftsman, Cad Institute