Name: **Ghulam Nabi Shigri**

Father Name: Mehdi Ali

Date of Birth: 19th August 1990

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| **Objective** |

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

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| **Core Competencies** |

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels.

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| **Work Experience** |

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|  **2019- Till date****2018 to 2019** **2017 to 2018** | **JINN Petroleum (Private) Limited**(Head office Karachi)**Retail Executive*** Looking after bulk sales of Sindh and Baluchistan region.
* Ensure regular and smooth supply of PMG and HSD to customers.
* Target for sales team and monitoring of the same.
* Close monitoring and administrative control of operations at Depots/ Installations.
* Coordination with all regions Coordinators, T.Ms, regional DGMs, and Engineers
* Identifying areas to setup new sites and finalizing proposals.
* Responsible for the development of retail network at strategic locations.
* Maintaining Retail master data sheet and update on daily basis.
* Maintaining weekly and monthly plan of retail team.
* Analysis of retail team performance on monthly basis and prepare a complete feedback of the whole team.
* Site visit for retail development and prepare feasibilities as per SOPs.
* Coordination with retail engineer for drawing, land demarcation and explosive matters of sites.
* Prepare lease agreements, dealership agreements, offer letters, MOUs and all other agreements and coordination with team for registration and signed of all these agreements.
* Keeping records of all retail related data and update to ED Marketing.
* Weekly meeting with all regions DGMs along with G.M and E.D regarding the sites development and sales status and performance of regions team.
* Meeting with dealers for sites development procedures.
* To prepare monthly incentives and expenses of all retail team.
* To receive all deposit fees from dealers and share with finance team.
* To prepare monthly and annual budget plan of marketing department.

**Puma Energy Pakistan (Private) Limited**(Head office Karachi)**Retail & Sales Coordinator*** Working as sales coordinator, dealing with third party customers for bulk sales of PMG and HSD.
* Taking orders of bulk sales from customers and put their orders and payments.
* Coordinate BSM team and supply chain team for execution of orders.
* Reconciliation of payments and orders of all customers.
* Preparing daily and monthly sales report of all regions.
* Prepare monthly wet stock management data.
* Working in legacies matters of all regions outlets.
* Calculate rentals and make rental confirmation letters for all dealers.
* Preparing rental payment cheques for retail outlets from Finance department.
* Preparing detail data of non-coded sites of all regions of Pakistan.
* Calculate CNG commission of all CNG outlets on monthly basis and make a recovery of company commission
* Visit CNG outlets, meeting with CNG dealers and Resolve issues related to CNG.
* Preparing complete details of all lease agreements, NHA taxes, property taxes, pump assets, CNG agreements, NOCs etc.
* Working with Lubricant team of Puma for lubricant sales.
* Help in Lubricant order processes, prepare stock report, reconciliation of stock, prices and quantity from invoices, loading orders, delivery memos.

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* Maintaining and organizing data and files of all CNG related outlets.
* Handling all cases related to CNG with the help of our legal manager.
* Responsible for all regions CNG outlets in Pakistan.
* Visit CNG outlets and meet the dealers for sales of CNG.
* Maintain the agreements and reconciliation of CNG outlets.
* Coordinate Dealers, ABM, s and RSMs for the retail and CNG related queries.
* Working with the retail team as a coordinator.
* Working on lease agreements, CNG agreements, offer letters, rentals agreements, and all other retail related queries of all regions and maintain proper data.
* Maintain and prepare files for Lubricant venders and customers and gather all data related to them accordingly.
* Prepare Customer profile of the Lubricant Venders and Customers for account opening.
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|  **2016 to 2017** | **LaGuardia Logistic (Private) Limited*** Worked as EHS officer
* Maintain and prepare ISO related documentation and files.
* Organize the working area environmentally healthy.
* Prepare toll box meeting of all employees to make awareness related to Safety and security.
* Organize medical checkup of all employees by professional physician.
* Check the safety equipment’s properly and maintain according to the standards.
* Checking of the calibration and License of the all tank Lorries.
* Maintain and prepare files of all tank Lorries on daily basis.
* Maintain and make sure the availability of safety and security equipment’s with Lorries.
* Supervise the security systems and check whether CCTV Cameras are functional or not and also check the security guards positions.
* Daily checking the IN and OUT files at the main entrance gate for the security purpose.
* Prepare and maintain Vehicles maintenance related data.
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|  **2008 To 2010** | **Akbaria Girls Public School (AGPS) (Central Asia Institute-CAI)**(District Shigar, Gilgit Baltistan)**Administrator and Chairman*** Worked as a Administrator at AGPS the school under Central Asia Institute.
* Currently working as a chairman of Akbaria Girls Public School Shigar.
* Run the school as an administrator for 2 years.
* Organize events and all programs at school.
* Make contacts with different NGOs to get help for the school.
* Through a local NGO providing free education to the needy and Orphan Children.
* Start a fundraising program for the needy girl’s students through the local NGO namely Pennies for Pencils.
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| **Qualifications** |

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| **Year** | **Institute** | **Qualifications** |
| 2019 | Hamdard University Karachi | MBA  |
| 2017 | Iqra University Karachi | BBA-H |
| 2017 | Fedral Urdu University of Arts, Science & Technology | B.A - Political Science |
| 2011 | Government Comprehensive College Karachi | FSC-Pre - Engineering |
| 2006 | Uswa Public School Skardu Gilgit Baltistan | Matric - Science |

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| **Certifications** |

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| **Certifications** | **Institute** |
| Online trainings of Puma and Trafigura on managements, Security, Customer services, etc | Online on workday  |
| Computer Courses(Ms office and Adobe Photoshop) | VMT Academy Karachi |
| English Language (Basic ) | American English Language Centre |

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| **Other Interests** |

* Playing Football
* Watch news (Current Affairs)
* Social Work
* Event management
* Social media activities

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| **References** |

Upon your request