Name: **Ghulam Nabi Shigri**

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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.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Admore Gas (Private) Limited**  (Head Office Karachi)  **CNG , Retail & Lubricant Coordinator**   * Organizing and maintaining CNG billing calculation on monthly basis for all regions. * 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. |
| **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