

HAMZA NADEEM

✉ hamzanadeem457@gmail.com

☎ +971-54-4825286

🌐 www.linkedin.com/in/hamza-nadeem-000209121



Valid UAE Driving License

"A Hardworking and committed BBA graduate. Reliable, trustworthy, numerate, and meticulous. Able to work on own initiative or as part of a team and can deal with multitasking duties competently."



EDUCATION

IQRA University, Karachi

January 2016- May 2021

Bachelor in Business Administration (BBA-Hons)

Government College Formen Nazimabad, Karachi

January 2013- December 2015

Intermediate

EXPERIENCE

Akson Pneumatic LLC

Oct 2023 – Present

Dubai, United Arab Emirates

Procurement and Sales Executive

Key Responsibilities:

Procurement:

- Preparing plans for the purchase of goods, services and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Researching and evaluating prospective Import and Local suppliers.
- Negotiating with supplier competitive price which meets company requirement and Budget.
- Preparing Quotation, RFQ, purchase order Local and Import for various requirements of raw materials and packing materials Such as machine parts and all industrial items.
- Provides the regular updates to the warehouses on the delivery status and schedule.
- Maintaining good supplier relations and negotiating contracts.

Sales:

- Development of New & Key Account Customers by making regular visits.
- Digital marketing and in-person visits for all pneumatics products within the UAE.

TRAFIX LLC

Sep 2022 - Sep 2023

United States

Global Support Engineer

Key Responsibilities:

- FIX connectivity/session establishment using different network protocols.
- Monitoring and maintain FIX sessions with different vendors, Exchanges, and ECNs.
- Resolving production Issues on FIX Level and Server Side.
- Working closely with clients via emails and telephone.
- Coordinate with network team to help resolve any connectivity issues.
- Responsible to investigate real-time production issues and resolving them in timely manner.
- Reporting issues to the QA or Development in case if immediate solution is not possible.

Certifications / UAT FIX Testing:

- Meeting with various FIX providers for requirement gathering.
- Necessary documentations for FIX certifications and Onboarding.
- Establishing FIX connectivity.
- Inbound, Outbound, and Drop-copy certifications.
- Equities and Outbound (Single leg and Multileg).
- DMA (Direct Market Access) and Algorithmic Flow

AGP Pharmaceutical Ltd.

Oct 2021 - Aug 2022

Senior Sales Promotion Officer

Key Responsibilities:

- Meet with customers to discuss their evolving needs and to assess the quality of the company's relationship with them
- Attend sales meetings, conference calls, training sessions and symposium circuits
- Keep current with economic indicators, changing trends, supply and demand and competitors to maintain sales volume.
- Develop and review long- and short-term sales strategies
- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
- Monitor and analyze data and market conditions to identify competitive advantage
- Keep accurate records and documentation for reporting and feedback
- Pursue continuous learning and professional development and stay up-to-date with latest medical data.

AGP Pharmaceutical Ltd.

Sep 2018- Sep 2021

Sales Promotion Officer

Key Responsibilities:

- Assessing clients' needs and present suitable promoted products
- liaising with and persuading targeted doctors to prescribe our products utilizing effective sales skills
- providing product information and deliver product samples
- Attend sales meetings, conference calls, training sessions and symposium circuits
- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
- Monitor and analyze data and market conditions to identify competitive advantage
- Keep accurate records and documentation for reporting and feedback
- Pursue continuous learning and professional development and stay up-to-date with latest medical data

SURGE LABORATORIES (Pvt) Ltd

April 2018- August 2018

Territory Manager

Key Responsibilities:

- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
- Monitor and analyze data and market conditions to identify competitive advantage
- Keep accurate records and documentation for reporting and feedback
- Pursue continuous learning and professional development and stay up-to-date with latest medical data

License

- Dubai Driving License – RTA Dubai
Issued Mar 2024 - Expires Mar 2026

KEY ACHIEVEMENTS

- Received 4 Times Pan Pakistan **Best Product Detailing** Award.
- Received 4 Times Pan Pakistan **First Position in Product quiz** competition.
- Received 3 Times **International Tour** Award.

KEY SKILLS

- Purchase Management
- Sales Management
- Customer Relationship Management
- Supplier Negotiation
- User Acceptance Testing
- FIX Protocol
- UAT Coordination

KEY STRENGTHS

- Microsoft office (Excel, MS word, PowerPoint)
- Better Client Retention
- Time Management
- Business communication
- Motivation
- Confidence
- Adaptability
- Presentation skills