

## FARHAN RAFIQ

Phone No: +92 302 0693313

[farhanrafiq1981@gmail.com](mailto:farhanrafiq1981@gmail.com)

### HIGHLIGHTS

- ❖ More than 9 years' experience in Business Development & Contracts from various reputable companies in the United Kingdom and Saudi Arabia.
- ❖ Managerial positions in Business Development/Sales, Contracts and Stockroom.
- ❖ MBA graduate from **Cardiff Metropolitan University (UWIC)**. major in International Business.
- ❖ Detail-oriented with multi-tasking capability.
- ❖ Works effectively independently or as part of a team.

### EDUCATION

<b>Course:</b>	<b>Master in Business Administration (MBA) major in International Business</b>
<b>College Year:</b>	Cardiff Metropolitan University (UWIC), Cardiff, Wales, UK - 2010 - 2011
<b>Course:</b>	<b>PGD Business Administration</b>
<b>College &amp; Year:</b>	London School of Commerce, United Kingdom – 2009
<b>Course:</b>	<b>Bachelor in Computer Sciences</b>
<b>College &amp; Year:</b>	Hajvery College Lahore, Pakistan – 2000 - 2004

### SKILLS

- ❖ Contracts comprehension skills (in drafting/preparing)
- ❖ **Outstanding skills for Business Development.**
- ❖ Good communication skills in written and oral form.
- ❖ Strong organizational and analytical skills.
- ❖ First-rate salesmanship for business development.
- ❖ Suitable negotiation and interpersonal skills.
- ❖ Decent numeracy skills and knowledge of statistics.

### EXPERIENCE AND ACHIEVEMENTS

- CLIENT: SAUDI ARAMCO
- CONTRACTOR: **Hyundai Arabia Company, LLC, (IK EPC Company of Hyundai Heavy-Industries Co. Ltd).**
- POSITION: **Manager, Business Development**
- PERIOD: 26-12-2012 ~ 7-Sep-2020



#### **Manager, Business Development (26-Dec-2012 ~ 7-Sep-2020):**

- ❖ Responsible for developing and maintaining commercially productive relationships with both new and old clients. Also, in charge of identifying every Sales lead and of making the most out of every opportunity to increase revenue and profitability.
- ❖ Manager for the Sales & Business team in Saudi Arabia.
- ❖ Writing up Sales reports, activity reports and revenue forecast.

- ❖ Preparation of bidding proposals with Business Team, contract proposals and yearly business & Sales plan and keeping tracks of market updates.
- ❖ Saudi Aramco ECN, SAP Ariba portal handling.
- ❖ Direct reporting to Business Director & CEO of Hyundai Arabia.
- ❖ Client management, strategic alliances with partners and stakeholders.
- ❖ Attending of Job Explanation Meetings for different projects of SAUDI ARAMCO & SEC.
- ❖ Main Contact point of Hyundai Arabia for SAUDI ARAMCO & other Clients.
- ❖ Receiver of Submission of Interest (SOI) by Saudi Aramco for new mega projects and prepare summary for the head office review for participation.
- ❖ Preparation of Pre-Qualification documents for mega & middle projects.
- ❖ Business Development for below mentioned projects:
  - Jazan Refinery & Terminal Project PKG#2. --- Awarded.
  - Ras-Tanura Flare Line 36" Project. ---- Awarded.
  - Jazan Integrated Combined Cycle Project PKG#2.
  - Ras Tanura Refinery Clean Fuels and Aromatics Project#3.
  - Tihama Cogeneration Expansion Project – II. ---- Awarded

### **Corporate Administrator (Additional Charge): (2016 ~ On Duty)**

- ❖ Supervising day-to-day operations of the administrative department and staff members.
- ❖ Hiring, training, and evaluating employees, taking corrective action when necessary.
- ❖ Developing, reviewing, and improving administrative systems, policies, and procedures.
- ❖ Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- ❖ Working with accounts and management team to set budgets, monitor spending, and processing payroll and other expenses.
- ❖ Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- ❖ Human Resource (HR) work (Hiring, Firing, Contract renewals, New Contracts)
- ❖ Business Meetings & Trips arrangements.

### **EXPERIENCE AND ACHIEVEMENTS**

- COMPANY: **Net a Porter**, Westfield London, Ariel Way, London, W12 7GF, UK
  - CONTRACTOR: **Macintosh, UK**
  - POSITION: **Asst. Manager Stock Room**
  - PERIOD: 2009 to 2012
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- ❖ Managed stockroom by making daily and weekly sales decisions and taking key decisions on stock levels in line with forecasts generated.
  - ❖ Develop strong employee and customer relations, leading by example and following company guidelines and standards to ensure flagship store reputation.
  - ❖ Managed employee scheduling, making sure of service availability at all times.
  - ❖ Dealt with any issues across health & safety, law, security or customer complaints, by following best practice and diplomatically bringing a quick and effective resolution.
  - ❖ Successfully analysed and interpreted trends to maintain optimal use of resources.

- ❖ Liaised with various departments to provide recommendations on stock items and information.
- ❖ Conducted regular price checks on company inventory, to maintain high levels of accuracy.

## EXPERIENCE AND ACHIEVEMENTS

- COMPANY: **Woolworth**, East Ham E6, London, United Kingdom
- OFFICE: **Cooperate**
- POSITION: **Asst. Manager Business Development (East London)**
- PERIOD: 2007 to 2009



- ❖ Research prospective accounts in targeted markets, pursue leads and follow through to a successful agreement.
- ❖ Close coordination with procurement department for preparing purchase orders and product evaluation.
- ❖ Understand the target markets, including industry, company, project, company contacts and which market strategies can be used to attract customers
- ❖ Collaborate with design and sales teams to ensure that requirements are met
- ❖ Maintain relationships with current clients and identify new prospects within the area you have been assigned
- ❖ Negotiate preferable costs and contract terms on behalf of internal stakeholders in the best interest of Woolworth with suppliers
- ❖ Follow the latest industry developments and stay up-to-date on corporate competitors
- ❖ Does regular market research to add relevant Retailers to Leaflet's database
- ❖ Recommends changes in products, service, and policy by evaluating results and competitive developments
- ❖ Meeting and exceeding sales targets
- ❖ Increasing product listings and negotiating terms of business

## EXPERIENCE AND ACHIEVEMENTS

- COMPANY: **Sargent Security Limited**, Kent, England
- POSITION: **Customer Relationship officer**
- CLIENT: IHG Group (Express by Holiday Inn)
- PERIOD: 2005 to 2007



- ❖ Assisted customers in all their queries and complaints
- ❖ Explained customer the security Hazards
- ❖ Monitor Inside Hotel Premises & Parking Area through CCTV
- ❖ Handling all kind of security issues, installation of security equipment's.
- ❖ Guide Visitors for their daily basis trips
- ❖ Firm evacuation rehearsals with customers
- ❖ Preparing Incident Reports and further coordination.
- ❖ Performed tasks assigned by Manager.

## EXPERIENCE AND ACHIEVEMENTS

- COMPANY: **Gull Jee Textile Industries Faisalabad, Pakistan.**
- POSITION: Sales Coordinator
- PERIOD: 2002 to 2004



- ❖ Achieved average 120% of monthly targets, 100-200 sales per month
- ❖ Assisted Sales manager in preparing monthly & annual sales plans.
- ❖ Business development/interaction with clients (10-20 on a daily basis with conversion rate of 80%)
- ❖ Produced timely reports, developed changes to systems and procedures to achieve results
- ❖ Developing colleagues through effective communication, coaching and support, enabling to maximize their ability to achieve business targets.

## TRAINING/SEMINARS

- a. Information Security Management System Seminar (16 hrs.) /Oct 2013/ HR Department
- b. Indoctrination Seminar on TMS Quality Manual (16 hrs.) / Jul 2014/ NPC Training Committee
- c. Internal QMS Auditor (16 hrs.) / Jun 2014 / Hyundai Arabia office.
- d. Seminar/Workshop on ISO 9001:2000 (Documentation) (16 hrs.) / Nov 2013 / NPC Training Committee
- e. Awareness Seminar/Workshop on ISO 9001-2000 (16 hrs.) / Sep 2013 / NPC Training Committee.
- f. Seminar for FIDIC Contract Conditions at Express by Holiday Inn, Royal Docks, London. Sep/2007.
- g. Seminar for Business Development conducted by Saudi Aramco at Move in Pick Hotel (2015,2016,2017)
- h. Training for Saudi Aramco SAP Ariba System Portal at North Park – 11, Dhahran, Saudi Aramco.

## KEYWORDS

**Major in International Business, Resource Person, Business Development Professional**

*References available upon request*

## Personal Details

- Date of Birth:** 25-Mar-1981
- Religion:** Islam
- Marital Status:** Married
- Nationality:** Pakistani
- Address:** Faisalabad, Pakistan
- Email:** [farhanrafiq1981@gmail.com](mailto:farhanrafiq1981@gmail.com)
- Phone:** +92 302 0693313