Muhammad Ali Jamil

House no E462/5 street no 3 madina colony walton cantt, Lahore, Pakistan
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Place of birth

Lahore

Skills

Microsoft Office

Computer Skills

Communication

Teamwork

Ability to Multitask

Decision Making

Problem Solving

Time Management

Customer Service

Ability to Work in a Team

Quick Learner

Graphic Design

Languages

Urdu

English

Punjabi

Profile

Dynamic data professional with 2 years of experience in sales coordination and computer operations, adept at driving efficiency and accuracy in data management. Proven ability to handle SAP sales order entries and maintain detailed documentation while delivering exceptional customer service. Skilled in Microsoft Office and data processing, with a strong ability to multitask and communicate effectively within teams. Committed to leveraging analytical skills to support data-driven decision-making and enhance operational workflows.

Employment History

Sales Coordinator at Dura Polymer Industries (Dura Max), Lahore

July 2024 — Present

1. Handle SAP sales order entries and updates efficiently.
2. Attach and manage supporting documents for SAP sales orders.
3. Prepare and maintain customer Quotations.
4. Manage and follow up on quotation sample requests.
5. Coordinate with salesmen for order-related updates and clarifications.
6. Customer representative and handle official contact number (Dura max).
7. Coordinated with clients and internal departments to ensure smooth order processing.
8. Enter customer orders in ERP system .
9. Create delivery challans (DCs) in SAP occasionally.
10. Create delivery challans (DCs) in ERP .
11. Track and check the current status of customer orders.
12. Coordinated with the factory supply chain team to track and update order status.
13. Communicate and follow up with Regional Sales Managers (RSMs)

Computer operator , Lahore

February 2022 — January 2023

- Input, verify, and manage data with accuracy.
- Process and print reports, logs, and other business documents.
- Keep records safe and in the right place, either in the computer or in physical folders.
- Make sure all the data entered is correct and complete.
- Regularly add new data or update old records when needed.

- Complete your tasks quickly and meet deadlines.
- Review your work to fix any errors before submitting it.

Education

Matric, Cathedral Higher secondary school, Lahore

March 2020 — March 2021

Intermediate, Punjab College, Lahore

March 2022 — March 2023

Courses

Office management, PNY training at (ARFA TOWER)

January 2025 — March 2025

Extra-curricular activities

Online Freelancing, E-commerce , Lahore

January 2019 — Present