

**Awais**

**Email:** **awais.187078@2freemail.com**

**Visa Status: On visit visa till 18th October 2017**

**Able to join immediately**

**CAREEROBJECTIVE:**

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise and employee satisfaction services within a positive team environment.

**SUMMARY:**

A highly organized and detail-oriented professional with over 5 years' experience providing thorough and skillful administrative and sales support to senior managers both in home country and also in UAE from last 2 years.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization: Ayoub Eisa Trading (Wholesale)**

**Tenure: February 2015- January 2017**

**Designations: Branch In charge (Coordinator)**

**Responsibilities:**

* Ensuring availability of products in branches as per inventory available in warehouse.
* Follow-up wit customer regarding new products and offer to achieve monthly target.
* Maintaining relationship with customer by providing excellent customer service.
* Generating reports related to sales activities and revenue data
* Handling customer and prioritizing customer requests.
* Acknowledging purchase orders
* Preparing and processing sales orders
* Maintaining current and accurate customer files and information
* Compiling reports regarding Receivable on Daily, weekly and Monthly Basis.
* Follow up with Customers and team members for collection of A/R
* Create database with input from senior management and sales team
* Ensuring Customer satisfaction.
* Perform other duties as required in collaboration with manager.
* Fulfilling the daily KPI's
* Leading Sales Team.
* Assigning Areas for outdoor Team.
* Provide stock moving report to Managers and suggesting suitable strategy as per movement.
* Maintaining product reports as per brands.
* Suggesting Pricing to Managers as per market demand and considering company mission.
* Checking Inventory and informing Purchaser regarding product.
* Handling petty cash matters regarding Indoor and Outdoor Team.

**Organization:** **IDEAL Electronics**

**Tenure:**  **October 2011- November 2014**

**Designations:** **Assistant Sales & customer service Manager**

**Responsibilities:**

* Analyzing communication needs of customer and consults with staff.
* Gathering market and customer information and provide feedback on buying trends
* Providing a solution to customers if they have any problem
* Negotiating terms of sale and services with customer.
* Managing relationship with existing customer and building with new ones.
* Recording sales and send copies to the sales office.
* Keeping the records of items and order new ones.
* Providing training to personnel in equipment use, utilizing knowledge of electronics and product sold.

**Organization:** **Al-Madina Electronics**

**Tenure:**  **February 2008- September 2011**

**Designations:** **Sales and marketing Executive**

**Responsibilities:**

* Direct deal with customer
* Identifying their needs
* Provide guidance to the customers for using new products
* Provide a solution to customers if they have any problem
* Supervise the other employee as and when they need any guidance
* Provide after sales and repairing services
* Keep the records of Items and order new ones.
* Identifying the market trends and make available such products and goods for customers.

**ACADEMIC EDUCATION:**

 **EXAMINING BODY: YEAR**

* Intermediate AJKBISE 2007
* BBA (Hon’s) University Of Azad Jammu & Kashmir 2011
* MBA International Islamic University Islamabad 2013

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Team player
* Fast Learner
* Adaptability
* Good organization and planning skills
* Creative
* Communication and fluency in English
* Ability to operate effectively in difficult and complicated working environments.
* Works effectively across different cultures and nationalities.

**ADDITIONAL SKILLS:**

* MS Office (All versions, Word, MS Power Point and MS Excel)
* Little grip on Coral and Adobe Photoshop.
* E-mail Applications and Internet research
* Ability to learn and work in any software
* Proficient in window and all type of software installation
* Aware about solution of trouble shoots and all type of hardware’s

**INTERESTSANDHOBBIES:**

* Listening Music, Reading Interesting Books related to technological changes, browsing.

**PERSONAL INFORMATION:**

**Date of Birth** : 06 September, 1989

**Religion**  : Islam