**Curriculum Vita**

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**Objective**

Seeking a career in a prestigious firm that provides a professional environment so as to build and polish my skills both on personal and professional level in order to excel and reach the excellence of my career.

**Personal Information**

**Date of Birth:** 10-12-1986

**Marital Status:** MARRIED

**Religion:** Islam

**Gender:** Male

**Nationality:** Pakistani

**Academic Summary**

* **MBA Marketing 2008-2010**

Riphah International University

* **B.com 2004-2008**

G.C University Faisalabad

* **Intermediate Year 2002-2004**

Board of Faisalabad

* **Secondary Education Year 2000-2002**

Board of Faisalabad

**Work experience**

Sales Executives

Nasir Ashraf Trading

Dubai UAE

05-Jun-2012\_10-Nov-2013

Job Description

* + - * Deal with complaints from customers.
      * Discover and handle concerns from customers.
      * Arrange a number of status reports, for example activities, closings, follow-up and adherence to goals.
      * Follow up on new leads and referrals stemming from field activity.
      * Discover sales prospects and contact them with other accounts as assigned.
      * Make action plans and schedules to discover certain goals and to make a list of necessary contacts.
      * Establish and maintain materials relating to sales and knowledge of current products.
      * Develop and maintain the relationships with current customers and potential customers as well.

Sales Executives

Standard Chartered (Diva Sales & Marketing Company Bahrain)

Bank Manama Bahrain

05-Jan-2012\_10-May-2013

Job Description

* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Must act as a bridge between the company and its current market and future markets.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Help management in forthcoming products and discuss on special promotions.
* Review their own performance and aim at exceeding their targets.
* Record sales and order [information](http://www.jobawareness.com/chief-information-officer.asp) and report the same to the sales department.
* Provide accurate feedback on future buying trends to their respective employers.

Account Officer

Masood Textile Mills

Faisalabad Pakistan

05-Nov-2009\_06-Dec-2011

Job Description

* Offers reports timely on all monthly financial information.
* Helps controller in the daily banking requirements.
* Ensures accuracy and timeliness in processing of positive pay Transactions.
* Supports overall department goals and objectives in collaboration managers of other finance departments.
* Assists staff accountants in dealing with non-routine reporting transactions.
* Ensures clear and timely year-end audit in coordination with the controller.
* To be responsible for taking supervision on the general ledger group to ensure all financial reporting

**Achievements**

Have a short course diploma in office management

**Professional Skills**

* Good command on English(Speaking, Writing, Reading, Listening)
* Proficient in following computer skills:

1. MS Windows (all versions)
2. Prepare & Deliver presentations through the assistance of MS Power Point
3. Skillfully draft letters on MS Word
4. Knowledgeable of basic internet processes
5. Software Installation

**Interpersonal Skills**

* Self-motivated
* Always seeking to learn and grow
* Adaptable & flexible

**Extra-Curricular Activities**

* Good Player of Cricket, Football, Basketball and Volleyball
* Played a part in organizing the Entrepreneurship day at University of Faisalabad.

**Interest**

* Reading Books
* Watching Movies
* Internet Surfing
* Playing Cricket, Football& Video games