I am a Sales and Marketing professional and have almost three years’ experience in diversified areas of logistics management, import/export, warehousing and also involved in its sales and marketing strategies as well in diversified areas of Business Development and Customer Service for different industries.

**KEY SKILLS (BUSINESS DEVELOPMENT EXECUTIVE)**

* Business Development Techniques
* Client Relationship Management
* Communication Skills
* Presentation Skills
* Negotiation Skills
* Time Management
* Problem Solving
* Strategic Thinking

**KEY SKILLS (LOGISTICS OPERATIONS)**

* Strategic & Tactical Planning
* Freight Forwarding
* Logistics
* Import/Export documentation
* Warehousing
* Information Technology

**Business Development Executive,** Excel Freight Systems Pvt Ltd, (International Networks: FFSI, IATA, FIATA and PIFFA)**Dec, 2013 to Aug, 2015**

* To prepare freight quotes based on the customer enquiries and providing the best rates after negotiating with US, China, Netherland, Germany, France, Canada and other Air Cargo agents and Shipping Lines.
* Forecasting and analysing the Air/Sea Freight expenses and identifying safest and shortest route possible.
* To administer quotes received from different carriers like SAFMARINE, UASC, CMA, MSC, MAERSK, COSCO, OOCL etc and maintain statistics of offers from carriers.
* Coordination on inbound, outbound & virtual (moving from other destinations) shipments.
* Handling customer queries on shipments and products of different industries.
* Liaison with location on material availability or expected date of arrival or departure
* Handling the expediting desk, i.e. follow up from suppliers on material readiness and collection.
* Arranging pickup and collection from suppliers once material readiness confirmed.
* Coordination with transporters for arrangement of trailers and MHE required for inbound and outbound operations
* Billing of cost and revenue under jobs, preparation of job files and submission to accounts dept.
* Coordination with accounts i.e. reconciliation of cost and revenue generated.
* Monthly Cost and revenue report submission for billing purposes.
* Complete liaison with shipping lines and International Airline cargo agents (In case of By Air Cargo movement) on rate queries, quotations, space availability and vessel schedules etc.
* Complete import process documentation i.e. Legalization, transport arrangement, loading manifest submission, B/L preparation or liaison with shipping lines.
* Handling quotation requests from customers directly.
* Liaison with internal departments for execution of shipments – Courier, Air/Sea, Land.
* Sending pre alerts to location on despatch of material.
* Development and Implementation of marketing strategies (through competitive analysis of industry and firm).
* Clients counselling and providing them better options for their cargo movement.

**Senior Sales Executive,** Eastern Federal Union (EFU) Life Insurance **July 2013 to Dec 2013**.

* Identifying opportunities for further sales and new areas for development through detailed research of the specific industry or market.
* To grab potential market segment for company’s product.
* Preparing and delivering customer presentations and demonstrations of the project by visiting their sites.
* Team and upper management coordination on monthly basis.
* Meeting sales targets set by employer consistently and contributing to team targets;
* Networking with existing customers in order to maintain links and promote additional products and upgrades;
* Providing support to customers, offering clear advice and solutions wherever possible.

**Internee,** National Bank of Pakistan (NBP)**Jan 2013 to July 2013**

* Deposit Section
* Remittance Department
* Account Opening Section
* Cheques Requisitions Department
* I.T Section

**Business Development Executive,** Outsource Systems & Solutions (An Outbound Call Centre)**J July, 2012 to Dec, 2012**

* Perform Outbound calls to Canadian Market
* Telemarketing
* Delivering tele presentation regarding the products
* Contact businesses or private individuals by phone
* Deliver prepared sales scripts to persuade potential customers to purchase a product or service
* Describe products and services
* Respond to questions
* Identify and overcome objections
* Take the customer through the sales process
* Obtain customer information
* Obtain possible customer leads
* Maintain customer/potential customer data bases
* Follow up on initial contacts
* Complete records of telephonic interactions, orders and accounts
* Sales closing

**Educational Credentials**

* **BBA (Hon) – Bachelors in Business Administrations**, Iqra University (Main campus), Karachi.

**Other Skills**

MS Office, Computer software and Hardware

**Certifications and Awards**

* Three times volunteer and having certificates in “Free Medical Eye Camp” at Civil Municipal General Hospital brought by Foundations.
* Member of Logistics and Marketing team of Iqra University Awards as our final project.



**Gulfjobseeker.com CV No:** **1475646**