**PERSONAL DETAILS**

Nationality: Pakistani
DOB: 14.03.1992
Marital status: Single

**PROFILE**

My career has led me to specialize increasingly in the management of complex multi-cultural projects and their staffs at international levels.  I have experience in: teaching in a Cambridge school where I can utilize my education; in a footwear company as an administrative assistant and sales coordinator: where I can utilize my skills in a official environment: methodical administration to deadlines ; and the new methods to deal with the customers and handling them (through staff motivation and involvement in both decision-making and target-setting, clarity in communication, and easy personal inter-relations), have also left me confident in handling inter personal skills that require to go further.

**Skills Base**

* Familiarity with both the administration work and dealing in sales.
* Proven administrative and sales skills
* Budget design and monitoring.
* Time-efficient, systematic working methodology
* Rapid adaptability to new problem-solving and new locations
* Languages: English and Urdu.
* IT: Microsoft Office.
* Accounting Software: Peachtree.

**PROFESSIONAL CAREER:**

**Public Relations Representative at Italian Footwear Solution LLC :**

**(October 2015 – Present )**

**Responsibilities:**

* Plans and conduct public relations program designed to create favorable public image for client.
* Promotes goodwill through such publicity efforts as exhibits , tours , questions/answers sessions.
* May direct activities of subordinates.
* May disseminate facts and information about organization’s activities to general public and be known as Public Information Officer.

**Sales Executive at Italian Footwear Solution LLC :**

**(March 2015- September 2015)**

**Responsibilities:**

* Approaching to new prospective customers in order to achieve sales target.
* Meeting with the new and existing customers and maintaining the relationship via emails and calls.
* Involved in solving issues regarding every related matter.
* Elaborating in details all the necessary information about company’s products face to face.
* Researching the market and related products.
* Listening to customer’s requirement and presenting appropriately to make a sale.
* Making accurate , rapid and cost calculation and provide customers with quotations.

 **Key Achievements**

* Learned to be more confident while talking to customers and explaining them about products details.

**Sales Coordinator at Italian Footwear Solution LLC :**

**(May 2014-Present)**

**Responsibilities:**

* Coordination with the sales department in all matters.
* Coordination with the customers for their queries and demands.
* Coordination with the suppliers for our purchase orders , price and quality of the goods.
* Arranging the deliveries of the goods as per the purchase orders from customers and according to their demands and needs.
* Updating the official website in order to check the quantity sold per month and do future planning of the stocks.
* Raising new purchase orders with the suppliers for all the running articles and sizes

**Key Achievements**

* Rapidly familiar with the dealing in sales procedures and how to contact with the customers.
* Came to know how to arrange deliveries for the customers and how to raise purchase orders for suppliers.
* Rapidly familiar with a new and fast updating software called FACTS.

**Administrative Assistant at Italian Footwear Solution LLC:**

**(Dec 2013-Apr 2014)**

**Responsibilities:**

* Attended all incoming and outgoing calls in a professional manner.
* Arranged appointments for meetings as per management instructions.
* Booked the air tickets for management , employees and guests.
* Done hotel reservations for management and guests.
* Done medical insurance for management and employees.
* Done with the procedures of visa and passport renewal.
* Done with the visa cancellation and new employees visa.
* Arranged all the files in a proper way.
* Had check and balance on all records of files.

**Key Achievements**

* Learned new methods and procedures of Administration.

**Primary teacher in Montessori Complex Cambridge School:**

**(Sep 2012- Dec 2013)**

**Responsibilities:**

* Making yearly planner of teaching.
* Covering all the copies and books of the students.
* Decorated the class with all the chart and sheets based on monthly chapters and activities.
* Taught the students in a Cambridge way of teaching.
* Made them learned the spellings and difficult words related to the chapters.
* Checked their copies and books upto date
* Prepared them for class activites or monthly activities,
* Had parents teacher association every 2 or 3 months and sometimes on parents demands.

**Key Achievements**

Learned new methods and procedures of a Cambridge way of teaching in a professional manner.

**Primary teacher in The Creative School :**

**(Aug 2010-Aug 2012)**

**Responsibilities:**

* Making yearly planner of teaching.
* Made them prepared also for Computer lab practicals.
* Decorated the class with all the chart and sheets based on monthly chapters and activities.
* Taught the students in a professional way of teaching.
* Made papers of monthly assessment , half yearly and final smesters.
* Checked their copies and books upto date
* Prepared them for class activites or monthly activities,
* Had parents teacher association every 2 or 3 months and sometimes on parents demands.

**Key Achievements**

Learned new methods and procedures of teaching in a professional manner

**EDUCATION** :

**Government College of Commerce and Economics
2010-2012**
Graduation in Commerce.

**Government College of Commerce and Economics
2008-2010**
Intermediate in Commerce.

**Pacific Grammar School
2008**
Matriculation in Science

**Additional Information :**

* **Peach Tree Accounting**
* **Microsoft Office 2003 and 2007.**



**Gulfjobseeker.com CV No:** **1491846**