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**CURRICULUM VITAE**

**1. PERSONAL INFORMATION**

**GENDER** *MALE*

**DATE OF BIRTH**  *28TH NOV 1990*

**LANGUAGES** ENGLISH (VERBAL AND NON VERBAL)

URDU (VERBAL AND NON VERBAL)

HINDI (VERBAL) PUNJABI (VERBAL)

**2. PERSONAL SUMMARY/OBJECTIVE**

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| **:** To find a position in a dynamic high growth company that enables me to use my broad range of people and management skills to achieve success for the organization or its shareholders. I desire a fast paced environment that provides continuous challenges and enables me to grow as an individual contributor, team player or manager. |

**3. WORK EXPERIENCE & ACCOMPLISHEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR & POSITION** | **PLACE OF EMPLOYEMENT** | **RESPONSIBILITY HELD** |  |  |
| (06th March till Present)  **sales representative** | **JUMBO ELECTRONICS, DUBAI, UAE** | * Planning product ranges and preparing sales and stock plans * Liaising with buyers, analysts, stores, suppliers and distributors * Working closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and sales * Planning budgets and presenting sales forecasts and figures for new ranges * Controlling stock levels based on forecasts for the season * Maintaining awareness of competitors' performance * Gathering information on customers' reactions to products * Analyzing previous season's sales and reporting on the current season's lines |  |  |
| (July 2010-Dec2014)  **Senior customer sales representative** | **Touchstone Communication, Islamabad, Pakistan** | * Telephone etiquette * Ability to respond professionally on the telephone * General telemarketing techniques * Ability to handle objections over the phone * Good communication skills * Persistent and able to bounce back from rejection * Good organizational skills * Ability to project a telephone personality (enthusiasm, friendliness * Flexibility: can adapt to different types of clients and new situations * The ability to work independently or as part of a team * The ability to perform repetitious tasks and deal with the stress of handling rejections * The ability to think quickly and answer smoothly and tactfully * Got 1 month extensive training of telemarketing * training from Touchstone Communication Academy |  |  |
| 6 MONTHS,  **INTERNEE** | **BANK ALFALAH, RAWALPINDI, PAKISTAN** | * Dealing with customers queries face to face, over the telephone or in writing. * Serving customers at the counter. * Understanding customer needs, recommending suitable products and making sales; * Processing paperwork from sales, change of customer details, closure of accounts and so on; * Learning about new products, services and processes. |  |  |

**4. CORE STRENGTHS, SKILLS AND ABILLITIES**

* **Communication**
* Good communication skills
* Writing or speaking persuasively
* Active listening and ability to pick up messages through non-verbal communication
* Using statistical data and diagrams to convey information

#### Teamwork

* Dealing with customers in service related work roles
* Team working skills developed through working with fellow colleagues on all levels.
* Worked in teams of four-six to deliver various course projects.
* **Computing**
* Office  competent user of Microsoft Word, Excel and PowerPoint.
* Operating Systems  good knowledge of Windows 9X/ ME/ XP and NT2000.
* Internet  experienced email and World Wide Web user.
* Can learn new packages quickly

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**5. ACADEMIC QUALIFICATION:**

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| **DATE** | **INSTITUTION** | **AWARD** |
| **2012-2015** | (Punjab University, Pakistan | **B.com (IT)** |
| **2010-2012** | Federal Board of Pakistan | **I.com** |
| **2009** | . Anthony High School of Boys’ Rawalpindi, Pakistan) | **Matric** |

**7. OTHER INFORMATION. (HOBBIES AND INTERESTS)**

* Sports
* Reading books