**TALHA**

Email: [**talha.273980@2freemail.com**](mailto:talha.273980@2freemail.com)

visa status: **valid till 16 April**

Address: **Dubai, UAE**

**CAREER OBJECTIVE:**

I look forward to learn & gain more experience in a progressive organization. I believe that my present experience along with my energy, ability to energize others, sincerity hard work & education together would always help me to deliver the best of results.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization: High noon Laboratories Ltd**

**Tenure:***(Nov‘2015 - Present)*

**Designation: Territory Sales Manager**

**Responsibilities:**

##### keeping in contact with existing customers in person

##### making appointments with and meeting new customers

##### agreeing sales, prices, contracts and payments

##### meeting sales targets

##### promoting new products and any special deals

##### recording orders and sending details to the sales person

##### giving feedback on sales trends

**Organization**: **Habib brothers**

**Tenure:** *(Oct ’14 - Sept’15)*

**Designation**; **Distribution Assistant**

* Collaborate with marketing executives to ensure that new products reach the right markets at the optimal time.
* Ensure goods are stored properly and at the right temperature.
* Conduct market research to learn about the demand for different goods.
* Determine what goods sell best to commercial businesses and consumers.
* Decide appropriate quantities of items to stock.
* Ensure inventory maintains optimal levels.
* Put together catalogues advertising products.
* Visit retailers to demonstrate products.
* Negotiate contracts and prices.

**Organization: Mobilink (PMCL)**

**Tenure:** *(Feb ’14 - Aug ’14)*

**Designation: Project Intern**

**Responsibilities:**

* + Worked as project intern on Mega RFQ project in Finance (supply chain division).
* Data entry based project.
* Analyzed the process flow involved in warehousing & logistics.
* Worked on the inventory management system.
* Active part in department & team based activities.
* Made PowerPoint presentation on logistics & warehousing.
* Generate daily activity report.

**Organization: Hazara Phosphate Fertilizer Plant(AGRITECH)**

**Tenure:** (*Jul’13 – Aug. 13 ’)*

**Designation: Intern**

**Responsibilities:**

* Underwent internee in supply chain and marketing department.
* Maintain record books.
* Market survey with the supervisor in order to get product feed back
* Processing paperwork.
* Understand the process flow involved in supply chain and marketing practices.

**Organization: Bank Al falha**

**Tenure:** (*Jun’12– Aug. 12 ’)*

**Designation: General Banking Intern**

**Responsibilities:**

* Processing paperwork, customer details, and opening of accounts.
* Managed customer queries concerning opening of accounts, check book requests and demand drafts.
* Worked as assistant with business development manager in local market.

**ACADEMIC EDUCATION:**

Bahria University **Year-2014**

**MBA(Supply chain management)**

Hazara University **Year-2010**

**B.COM (Bachelor in Commerce)**

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel
* **MS Excel** (MS Formulae, Reports Automation, Presentations)

**TRAININGS & WORKSHOPS:**

* **Basic Selling Skills–BSS Year-2015**

Successfully meeting the requirements of Service Excellence Training by ZIA UL ISLAM

Head of Training & Development (High noon Laboratories)

* **Motivation, Career Mapping & Networking Year-2015** participate in the conference & workshop titled "Motivation, Career Mapping & Networking"

**PERSONAL INFORMATION:**

* **Date of Birth:** 26-08-1991
* **Religion:**  Islam