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**OBJECTIVE:**

To work in an organization having international repute and concerns, where my creativity can find out new dimensions and areas to explore. I would like to offer my services with full devotion to the organization for which I’ll work.

**PERSONAL PROFILE:**

I have been using computers for almost 9 years and I have gained a good knowledge in computers and the internet. I am very passionate about the industry I am involved with and I am proud to be considered one of hard working, honest, regular & punctual staff.

I am a ***talented and dedicated*** individual who has a great deal of ambition. I love to learn & I am looking to make good use of my skills to the best of my abilities. I am seeking a position where I can develop and excel while giving my best to my employer

**EDUCATION AND QUALIFICATIONS:**

**B.COM AL KHAIR UNIVERSITY (2011 - 2013)**

**I.COM CIVIL COMMERCE COLLEGE (2010 - 2011)**

**SSC RAWALPINDI CITY HIGH SCHOOL (2009)**

**PROFESSIONAL EXPERIENCE:**

**Sales Representative**

**EXPRESS PASSENGER TRANSPORT LLC**

**18 Months Experience** as a Sales Representative, having meetings with new companies for business development.

**Beside that my other services was**:

• Airport Representative ( Arrival & Departure )

• Group Ascording in Mices & Events.

• Buses insurance, Accidental insurance & Renewal of Buses.

• Operation Officer, Monitoring buses and Drivers.

• Company's cheque, withdraw & deposit.

**Senior Regional Sales Officer**

**PHARMACEUTICALS Pvt**

**5 Month** experience as a Senior Regional sales officer (Islamabad). Responsible for the Region’s forecasting and sales tracking.

Oversee a team of sales agents in terms of quality, dependability and performance.

Build a supportive work environment amongst the team where objectives were met as a team and not just individually.

Overseeing that the task assigned are done in compliance with the company policies and not violated in anyway.

Meeting team's targets on regular basis

Having meetings with the team on regular basis concerning performance, quality and dependability issues if any.

**Medical Representative**

**PHARMACEUTICALS Pvt. Ltd.**

**1 Year** experience as a Medical Representative. Responsible for the Region’s forecasting and sales tracking. Introducing multinational medicines to the regional clients.

**Accountant**

**Ghee industry Pvt Ltd.**

**6 Months** experience as a front desk accountant or cashier. Responsible to handle the daily sales and expenses on petty cash book. And in the end maintain daily transaction report.

**Computer Skills:**

**Basic/ Secretarial Certificate of Computers**

* Peach Tree & Tally Accounts Software( 3 months diploma)
* Email& Internet
* MS Office ( Word, Excel, PowerPoint)
* Adobe PDF
* Outlook
* Printing, Scanning
* Fax/photo copy

**PERSONAL QUALITIES:**

Punctual, Friendly, inquisitive, hardworking, Honest, passionate, creative, Brave and adventures

**PERSONAL INFORMATION:**

Gender : Male

Nationality: Pakistani

**INTEREST:**

Boxing, Swimming, and Traveling

**First Name of Application CV No:** **1657182**

Whatsapp Mobile: +971504753686

