**CURRICULUM VITAE**

Business Development

Sales and Marketing

**Personal Information**

**JUNAID**

DOB: Mar 23, 1987 Marital Status: Single Religion: Islam

Nationality: Pakistani

Email: [junaid.295092@2freemail.com](mailto:junaid.295092@2freemail.com)

**Career Objective**

Seeking good position in an organization to contribute with Excellency, full devotion and long-term commitment with organizational strategic goals or objectives. As well as to improve one’s& organizational efficiency through consistency in learning within dynamic environment.

**Work Experience**

1. **Working as Sales Officer in Sunrise Marketing from June, 2013 till Date.**

**Responsibilities**

* Handling the Residential & Commercial projects.
* Attending meetings and Business Conferences with prospective clients.
* Maintaining the Quality of services for company's Goodwill and getting more bookings with the help of effective Market Research.
* Handling Broker's & clients queries.
* Active Participation in Product Launching and Expansion of Business.
* Conducting and taking active participating in Exhibitions and Promotions of our Product.
* Proper coordination with team members and various departments.
* Controlling of back office staff to update records and financial transactions.
* Conducting final meeting to change prospect into buyer.

1. **Worked as Stock Incharge, Monitoring &Evaluation Officer and Fee Software Incharge in Oriental Public School Mardan from August, 2011 to May 2013.**

**Major responsibilities**

* Maintaining Stock Record.
* Monitoring and Evaluation of Record.
* Maintaining SLC Record, Teachers Record, Students Record.
* Maintaining record through Software.
* Maintaining record through MS Excel.
* Creating ID cards through Software.
* Students Registration through Software.
* Teacher registration.
* Data entry (Result entry, Entry test)
* Maintaining SMS based system.

1. **Sales Executive in Suzuki Mardan Motors from April, 2010 to June, 2011.**

**Major Responsibilities**

Implementing Customer Relationship Management (CRM) for;

* Making follow up of Showroom visitors.
* Preparing customer lost case analysis report.
* Making Post-Sales follow up calls to new customers to determine sales satisfaction.
* Follow up of dissatisfied customers. Handling customer complaints.

1. **Sales Executive in Mobilink Franchise Takht Bhai from July, 2011 to August, 2011.**

**Education**

2013 – 2014: **MS/MPhil, Specialization (Marketing)** from NUML University.

Course Work Completed. GPA= 3.54

2006–2010: **BBA (Hons) Specialization (Marketing)**. Level Attained Master’s Degree from Hazara University Dodhial, Mansehra. Percentage: 61%

2004 – 2006: **F.S.C** from Board of Intermediate & Secondary Education Mardan.

2002 – 2004: **S.S.C** from Board of Intermediate & Secondary Education Mardan.

**Computer Skills:**

MS Office (full), Software Installation, Use of Internet, Adobe Photoshop.

**Project**

Company Suzuki Mardan Motors

Title Marketing

Role Business Development

Tenure DEC-2009 TO FEB-2010

Description Course work attended at Suzuki Mardan Motors, Mardan.Also named as Internship

**Trainings/ Workshops in Suzuki Mardan Motors**

1. Sales & Customer Satisfaction Level-1 on May 03, 2010.
2. Sales & Customer Satisfaction Basic Level on December 21, 2009. Training attended on Suzuki Certified Used Car System.

**Languages:**

Read, write, speak and Understand English, Urdu & Pashto

**Strengths:**

I can Adopt Quickly to new circumstances and working conditions and able to work with team. I like Targets and Challenges and have repute to meet them well within time. Apart from my credentials, I am proud to offer honesty and loyalty.

**Personal Skills**

Motivation, Leadership, Team work, Independent work, Tolerance, Patience, Good Manners and Forward-Looking Nature.