**Abdus**

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**Marketing Executive**

**Summary**

A client obsessed professional who has the marketing skills and experience needed to bring value to any company that he works for. Can promote the right products, at the right time, in the right quantities. Possessing excellent communication and negotiation skills, he can find new ways of promoting products and offer prompt and friendly service to clients.

# Skills

* Marketing and customer service
* Attention to detail
* Flexible & Enthusiastic
* Designing Visual displays
* Customer and Market analysis
* Creative
* Strong sense of responsibility
* Multilingual
* Ability to manage multiple tasks
* Technical writing
* Presentable and organized
* Able to work under pressure

**Education**

**Bachelors in Business Administration |** *Heriot Watt University, Dubai, UAE* **|** [May 2014]

* Related modules: Marketing Management, Consumer Behavior, Marketing Strategy, Operations Management, Business management, Financial accounting, Research Methods.
* Avg GPA: 3.3/4.0

**O-levels (IGCSE) |** *Arab Unity School, Dubai, UAE***|** [June 2011]

* Final grade: Business (A), Economics (A), Mathematics (A), Accountancy (A\*) and IT (B).

**IT skills:**

* MS Office, Internet research, Document editing and Email marketing
* Ability to use spreadsheets to monitor and evaluate data.
* Social media communications
* Knowledge of WordPress basics for website management

**Work Experience:**

Sales and Marketing | Compass Insurance Brokers L.L.C, Dubai, UAE | Sep 2015 – Present

* Cold calling and prospecting clients to generate business leads and increase sales.
* Respond to and follow up sales enquiries via mail, telephone, and office visits
* Marketing Insurance products through references, WOM and Email marketing.
* Delivering, reviewing and negotiating the quotations with the customer.
* Processing documentation and Insurance applications for new and existing business.
* Providing a friendly and helpful service to customers through support and guidance
* Claims management and dealing with any escalated enquiries/complaints in a calm and peaceful manner.

Electronics Merchandiser | Chroma Electronics, India | June 2014 – July 2015

* Responsible for ensuring that products and brands are represented effectively in stores to create a positive customer experience in a retail environment.
* Arranging displays systematically and in an attractive manner and ensuring each area of the store is stocked, rotated, clean and looking its best.
* Helping Customers with any queries and guiding them through the sales process.
* Managing product delivery and after sales, while ensuring customer satisfaction.
* Carrying out paperwork for return goods and sending them to authorized service centers for repair/replacement.

**Volunteer work:**

 Worked as Guest relations personnel at the event Games 15 via Internsme.com | **10 -12 Sep, 2015**

* Ensured Both VIP and VVIP Guests received the highest levels of customer service at all times.
* Greeted guests as they arrived and directed them towards their reserved seating area respectively
* Assisted in organizing meals for the guests as per their requirements.
* Managed the flow of crowd at the Ticketing office and directed them towards the main hall entrance.

**Key Strengths:**

* Excellent verbal, written and communication skills.
* Passion for retail Industry
* Result focused and target oriented.
* Team player.
* Able to manage and motivate individuals and teams

**Additional Details:**

* Date of Birth: 17/08/1994
* Visa status: Employment visa
* Nationality: Indian (Passport valid until 2026)
* Marital status: Single
* Driving license: In final test.
* Languages Known: English, Hindi, Urdu