****

Muhammad

[Muhammad.333652@2freemail.com](mailto:Muhammad.333652@2freemail.com)

Objective

Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

Bio Data

Date of Birth 19th April, 1986

Marital Status Single

Religion Islam

Passport Expiry 17/08/2020

Visa Status Visit

Academic Education

**Matriculation**  **2010 -2012**

Board of Intermediate and Secondary Education, Gujranwala

Experience

**1st**

**Qaiser Electronics (Sialkot) Three Years**

Designation : Sales Executive (Outdoor)

**2nd**

**Naeem Electronics (Sialkot) Two Years**

Designation : Sales Executive (Outdoor)

**Responsibilities:**

Chasing Sales Target (Weekly & Monthly Sales).

Direct & Indirect sales using Personal sources.

Prepare Daily and Weekly Reports.

Meeting Clients during Job and also on weekends.

Making documentation and submitting to Manager for Verification.

During Job Keep in touch with Corporate Customers for Feedback and

Giving them Promotional Updates for New Offers.

**3rd**

**World Linker (Sialkot) One Year**

Designation : Main Security Guard

**Responsibilities:**

Protect property and lives by patrolling the area.

Monitor entrance of property through surveillance.

Identify visitors and ask for appropriate documents.

Guard against theft and maintain security.

Respond to alarms and calls of distress.

Stop suspicious people and ask for identification.

Use cell phones to stay in contact with security personnel.

Report rule infractions and violations.

Check purses, pockets, and bags for suspicious items.

Inspect windows and doors to ensure locks are in place and working.

Diploma & Course

Having Diploma in ielts (3.5 bands).

Computer Proficiency

Windows Platform (Xp & 7) Microsoft Office 2007

Internet / Emailing Windows Software Applications

Special Skills

* Selling Skills
* Customer Services
* Customer Retention
* Basic in MSWORD

Other Skills

Very much motive, enthusiastic and able to work in though environment can handle multiple tasks at the same time. Can work efficiently under pressure.

Special Interests

* Surf Facebook & YouTube
* Innovated products/ideas

Language

* Well Conversant in English, Hindi & Arabic.

Reference

* Will be furnished upon demand.