**SHEHARYAR**

(sales & business development executive)

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**Personal DETAILS**

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Address : Dubai UAE

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**CAREER OBJECTIVES**

To be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization.

**PERSONAL PROFILE**

* Excellent **Public Dealing skills**
* Ability to handle the **pressure situations with the valuable customers**
* **Excellent Negotiation Skills**
* Excellent **Team Management Skills**
* **Comprehensive professional Documentation Skills**
* **Documentation Storage Management**
* **Organize File System**
* Excellent hands on **ERP Solutions, MS Office tools, search engines utilizations**
* Highly motivated Executive with experience of **Purchase, Business Development, Sales** and **Information Technology.**
* Excellent in grabbing customers & building long term business relationships
* Successfully dealing with various type of customers in commercial, private and public sector
* Punctual, reliable, detail oriented, multitasking, well organized and able to work on own initiative & as a part of a team.
* Excellent effective communication, presentation and organizational skills and work experience.
* Motivated, proactive, self-starter with proved ability to use own initiative with "can do" attitude.
* Excellent research and development capabilities
* **ERP Solutions** – Microsoft Dynamics AX for Retail R2, ODOO Open ERP
* Energetic and capable of working with minimal support.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* Ability to multi task; can work under pressure and meet deadlines.
* Excellent written and verbal communication & interpersonal skills
* Good skills of up sell & cross sell
* The ability to develop client relationships & work effectively to deadlines
* **Languages: Urdu** (Native), **English** (Fluent)
* **Typing Speed: 85 WPM**
* **INDUSTRIES: ERP Consultancy, Information Technology, Telecoms, Digital Media Advertising**

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**CAREER EXPERIENCE – EMPLOYMENT**

**2014 Dec – present**

**passdot technologies**

ERP consulting company

SALES & business development executive

lahore, pakistan

**DUTIES as SALES & BUSINESS DEVELOPMENT EXECUTIVE (Dec 2014 – To Date)**

* **Appointments** - Calling and scheduling sales meetings with the **Head of Technical Department** and the Decision Makers of the companies
* **Preparation** - Recording full day plan and preparing list for further evaluation
* **Meeting** - Demonstration of ERP Products, understanding client’s requirements and need. Provide best solution that matches with client’s requirements to provide high level of customer satisfaction.
* **Documentation** – **Manage Client Documentation , Organize File System** Scope of work, Business Requirement Document, Collection , Solution Design & Architect
* **Coordination** - Publishing department – Advertising Materials, Banners Designing, SMS & Emails Campaign
* **Emails** - Follow up, Thank you/Courtesy, Quotation and misc.
* **Statistics Reports**
* **In house Meetings** – Daily Activity Plan Report Updates, discussion about sales reports, discussion of potential clients issues, updated plans and new offers for the clients
* **Availability**- Maintained availability for addressing customer issues, queries and requirements.
* **Research** to know the market trends through newspapers, magazines and on-line media
* **Reports** – All sales department sales reports for management

**ACHIEVEMENTS**

* Sales person, who **sold maximum number of modules**
* The only person who **successfully sign off the deals with the following clients, Restaurants, Fashion & Apparel, Pharmaceutical & Fashion Clothes Manufacturer, Footwear, Wholesale Companies.**
* Conducted **highest number of sales meetings**.
* Holding **client retention** rate **70%**
* Excellent **ERP** sales skills.

**2012 feb – 2014 nov**

**create x**

digital media & advertising

Sales Executive

business bay dubai, uae

**OBJECTIVE**

Achieve targeted level of sales

**DUTIES**

* Professionally and effectively employ **sales skills to achieve targeted sales.**
* Develop new leads, cold call potential clients, manage existing customer relationships and close the deal
* Increase the level of sales and business mix from individual clients
* **Effectively communicate with clients to gain commitment to purchase**
* Maintain regular contact with **Key Clients**
* Effectively communicate with clients via telephone, face-to-face and written communication
* Overcome client resistance/objections to products
* Maximize sales revenues, increasing your client portfolio and hitting targets.
* Advise **Managing Director** and **Sales and Marketing Director** of client
* Feedback/comments relating to product content and pricing as well as company performance
* Provide a weekly schedule of planned activities, and weekly activity reports for further analysis
* Achieve sales activities within specified time scales as directed by Managing Director
* Able to match appropriate products to clients’ requirements.
* Able to demonstrate a full knowledge of all products, relevant selling points and benefits
* Maintain a current and accurate knowledge of competitor products, be able to highlight their disadvantages and promote relevant benefits
* Keep abreast of competitor activity and recommend any necessary tactical action
* Maintain a current and accurate knowledge of products
* Provide time-phased, qualified reports on achievement and activities
* Maintain high standard of personal presentation
* Undertake all responsibilities with reference to procedures.
* **Ensure safe working area and work procedures** in line with Company’s Health and Safety
* Obtain necessary authority for expenses and record same in line with Company Policy
* Undertake any reasonable duties as specified by Managing Director and Group Sales and Marketing Director

**2009 jan – 2012 jan**

**Mantaq Systems**

ERP Consulting Company Microsoft Dynamics

Business Development executive

Lahore, pakistan

* + Generate new leads and sales for the company
  + Develop a rapport and set sales targets while ensuring the working relationship blossoms
  + Determine annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results working along mid & senior level management.
  + Identify and develop sources of potential clients
  + Establish sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products
  + Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors
  + Establish and adjust selling prices by monitoring costs, competition, and supply and demand
  + Research and Database
  + Maintaining an accurate and current database
  + Complete national sales operational requirements by scheduling and assigning employees; following up on work results
  + Maintain national sales staff by recruiting, selecting, orienting, and training employees
  + Maintain national sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results
  + Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications;
  + Establishing personal networks; participating in professional societies
  + Contribute to team effort by accomplishing related results as needed
  + General Office Administration and Management
  + Handle correspondence related to all selling activities
  + Maintain accurate records of all contacts with clients



**2007 MAR – 2008 dec**

**HElium private limited**

marketing consulting company

Sales & marketinG executives

dha, karachi – pakistan

* + Clients – **Procter & Gamble, Unilever, Telenor, Pepsi**
  + Provide information by collecting, analyzing, and summarizing data and trends
  + Protects organization's value by keeping information confidential
  + Listening to customer requirements and presenting appropriately to make a sale
  + Maintaining and developing relationships with existing customers in person and via telephone calls and emails
  + Cold calling to arrange meetings with potential customers to prospect for new business
  + Responding to incoming email and phone inquiries
  + Acting as a contact between a company and its existing and potential markets
  + Negotiating the terms of an agreement and closing sales
  + Gathering market and customer information
  + Representing the organization at exhibitions, events and demonstrations
  + Negotiating on price, costs, delivery and specifications with buyers and managers
  + Creating detailed proposal documents, often as part of a formal bidding process that is largely dictated by the prospective customer
  + Liaising with departments to check the progress of existing orders
  + Recording sales and order information and sending copies to the sales office, or entering into a computer system
  + Reviewing own sales performance, aiming to meet or exceed targets

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**educational Background**

**Bachelor OF Science & Mathematics**

University Of Sindh Hyderabad - PAKISTAN

1995 - 1997

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**REFERENCE** on demand