 **CURRICULUM VITAE**

**Babar**

[**Babar.335203@2freemail.com**](mailto:Babar.335203@2freemail.com)

Objective

Seeking a position that will enable me to use my sales, marketing, managerial, organizational and analytical skills and where I can maximize my experience and knowledge in a challenging environment to achieve the corporate goals. And wish to use all my constructive abilities and desirous to make my career by change my quality of work as demand to achieve the desire result.

I sincerely believe in maintaining a peaceful, friendly, and respectable atmosphere at my place.

I have always been extremely hands on practical and energetic worker.

Career Statement

I feel that my greatest strengths are firstly my willingness to take responsibility for all the salesman duties within my jurisdiction. Second my ability to quickly understand a member of the public’s needs, and thirdly my positive attitude to dealing with any problems that I may come across.

**Key competencies and skills**

Professional

1. Neat and professional appearance.
2. Outstanding customer service skills and focus.
3. Strong work ethic; self-starter; results orientated.
4. Able to handle sensitive and confidential situations.
5. Negotiation skills.
6. Sales co-ordination.
7. Independent communication handling required for the organization.
8. Good communication skills.
9. Leadership qualities.
10. Result oriented working.
11. Work under pressure.

Personal

1. Acting with the highest ethical standards, and always treating others fairly & with respect.
2. An approachable & professional manner.
3. Effectively maintaining interpersonal relationships & diplomacy with people.

**Experience**

Organization: Metro supermarket Islamabad Pakistan

Position: Salesman & Sale supervisor

Duration: March 2014 to June 2015

Academic Qualifications

1. Bachelor degree in Progress ( Arts Economic ) AJKU

2. Board of intermediate and secondary education mirpur A.K

ICS (Intermediate computer Science)

3. Board of intermediate and secondary education mirpur A.K

Matriculation (General Science)

Professional Skills

1. Basic Computer diploma (Three Month)

* Microsoft Word, Excel, power point and Microsoft messenger
* Window operating, Installing and uninstalling software, window installing W/XP, W/7, typing master etc.

1. Professional Computer Course (six Month)

* HTML5, CSS3, PHP, Art Designing, Web Designing, J Query, Photoshop
* Basic hardware, etc.

1. Diploma of Electricity (Three Month)

Languages:

* IELTS 5.5 Scores (Fluent in English, reading, writing listening & speaking)
* Urdu mother language, & Hindi

Declaration: I hereby declare that the above mentioned information is true and correct in the best of my knowledge.