 **USMAN**

 **Having Bachelor’s Degree in Business Administration**

 **With 3 years of work experience in Sales & Marketing**

 **Email:** **USMAN.335876@2freemail.com**

**Objective:**

To work in an organization where I can utilize my professional experience and also enhance my skills and prove worth for the company while sharing my experience.

**Professional Profile**

* A creative, flexible and innovative team player, who can perform well both independently and in team with the ability to work with all management levels.
* Enthusiastic, self‐starter, keen to meet challenges and quickly absorb newest and latest skills.
* Determined professional with extensive experience in administration and operations with strong communication Skills.

**EXPERIENCE**

1. **Enrichers Pvt. Ltd. Lahore Pakistan ( January 2016 to Till Date)**

**Business Development Executive**

* Do work under the Director of Business Development as well as Manager of team of more than 10 team members.
* Identify Business opportunities and target markets.
* Make initial customers contact through visits or calls
* Building up network to get contacts of potential customer
* Formulate business proposals according to customer’s interest and needs
* Building up network and developing new accounts using existing contacts
* Maintain close relationship with client with better customer services.
* Attending and organizing sale promotional events and exhibitions.
* Continuous interaction with clients, verifying pre-processed incoming inquiries and Coordination.
* Make and Review sales monthly reports, analyzing the weakness and potential.
* Boost the morale of team members by creating an competition within team and with other teams , that is acceptable by the manager and director that providing energy to team.
* Optimized the level of sales including corporate and consumer clients.
1. **Jubilee Life Insurance, Lahore Pakistan (August 2014 to December 2015)**

**Sales Executive**

* Worked as Marketing & Sales Executive of insurance sales under the umbrella of HBL Bank.
* Make initial customer contact through visits or calls
* Arrange the meetings with Potential Customers
* Build meaningful relationships within the company and outside
* Build meaningful relationships with clients
* Challenge objections in order to get the customer to buy a product
* Follow up on services and all those insurance plans has been sold
* Record all sales information and maintain customer’s data on daily bases
* Prepare sales reports and submitted it to the regional office on monthly bases
* Review self Sales performance with a view to improve it
1. **HBL Bank, Lahore Pakistan**

**Customer Relationship Executive**

* Worked as an executive of customer relationship and communicate with clients
* Identify the problems and provide solutions, how to fill farm
* Introduce the New products or which banks to their current clients
* Educate the initial customers and sale the products according to customer needs
* Identify the customer needs ,pitch them bank’s products e.g. Car loans, personal loans, house loans, credit cards, debit cards
* To keep record of all customer documents and ensure their proper filing.

**Qualifications**

* Bachelor Degree in Marketing (BBA) from University of Management & Technology Lahore, Pakistan.
* Training in Sales from Jubilee Life Insurance, Lahore Pakistan.

**Other Details**

* **Date of Birth:**  08 March,1990  **• Visa Status:** Visit Visa
* **Nationality:** Pakistan **• Languages:** English, Urdu & Punjabi
* **Marital status:** single
* **Sports:** Badminton, Cricket and Volley ball

**References:** Available upon demand.