**CURRICULUM VITAE**

**MEER**

**MEER.338299@2freemail.com**

**Dubai – UAE**

|  |
| --- |
| **OBJECTIVE** |

 Looking forward to a challenging career in a reputed organization and giving scope for overall growth and good career prospects.

|  |
| --- |
| **PROFESSIONALSUMMARY** |

* Overall 2.5 years of experience in Sales Executive
* Possess strong analytical skills with excellent interpersonal and communication Skills.
* Excellence in handling Sales team.
* Previous sound experience of sales, corporate and field events, generating enquiries, Telecalling and cold callings, in-store and outdoor sales promotions, trade-in and negotiating skills.
* Relationship building and motivating people for good teamwork.

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

**Organization : Airtel Telecommunication Service**

**Designation : Sales Executive**

**Period : March 2014 to September 2016.**

**Key Responsibilities Area:**

* Negotiating the terms of an agreement and closing sales.
* Sending Business Proposals to Corporate Companies and closing the deals.
* Gathering market and customer information.
* Listening to customer and client requirements and presenting appropriately to make a sale.
* Following up with customers on orders.
* Preparing weekly pipelines and reviewing it with Manager.
* Checking the quantities of goods on display and in stock.
* Recording sales and order information and sending copies to the sales office,
* Reviewing your own sales performance, aiming to meet or exceed targets.
* Gaining a clear understanding of customers' businesses and requirements.
* Feeding future buying trends back to employers.
* Attending team meeting and sharing best practice with colleagues.
* Maintaining balance sheet and creating Profit-Loss statement.

|  |
| --- |
| **IT SKILLS** |

* Good knowledge of windows 98/ME2000 and XP Operating Systems
* Well versed in MS Office, Internet & E-mail applications

|  |
| --- |
| **ACADEMIC QUALIFICATIONS** |

* Graduation (B.Com Computers)
* Intermediate
* SSC – St Maaz High School

|  |
| --- |
| **SKILLS** |

* Good team and alone working practice.
* Proven customer focus, flexible and adaptable approach.
* Ability to lead a team by example, and motivate them to achieve desired objectives.
* Tolerance to fast paved and sometimes pressured environment.
* Strong communication, interpersonal, learning and organizing skills.
* Honest & moral, innovative, confident, disciplined determined character.
* Open to relocate and work at any place.

|  |
| --- |
| **PERSONAL PROFILE** |

* Date of Birth : 12.09.1989
* Nationality : Indian.
* Marital status : Single.
* Languages Known : English, Urdu, and Hindi
* PP Expiry date : 15-Jun-2021
* Visa Status : Visit