***Curriculum Vitae***



**ADNAN**

[**ADNAN.338390@2freemail.com**](mailto:ADNAN.338390@2freemail.com)

**Career Objective**

I will utilize the opportunities available to secure a promising and challenging career in a creative environment. I have knowledge and abilities particularly in the areas of “**SALES & MARKETING”** **with over 08 years of experience**.Thus, I can contribute by utilizing my capabilities, to realizepotential towards achievement of organizational goals.

**Skills**

* Sales expertise to generate revenues
* Excellent product presentation skills
* Expert in records and accounts management
* Highly organized, ambitious team player with leadership qualities
* Ability to work independently and in a team, to achieve targets
* Problem solving skills to achieve customer satisfaction
* Strong interpersonal communication skills
* Proficient in computer software based data entries & procedures
* Punctual, loyal and energetic with a lively personality

**Professional Experience**

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| **1.** | **Organization:** | **PITAC Company LLC** (Located in Abu Dhabi, United Arab Emirates) |
|  | **Designation:** | **Sales Executive cum Accountant** |
|  | **Period of service:** | ***December 2014 to DATE*** |

**Responsibilities:**

Identified prospective customers by using business directories and following leads from existing clients

Contacted new and existing customers to discuss how their needs could be met through specificproducts and services

Designed marketing campaigns and implemented creative product display ideas

* Presented latest merchandise to prospective clients
* Quoted and negotiated prices, credit terms and other bid specifications
* Selected correct products based on customer needs, product specifications and applicable regulations
* Consulted with businesses to supply accurate product and service information
* Reviewed files, records and other documents to obtain information to respond to requests/enquiries
* Answered and managed incoming and outgoing calls
* Provided services for cheque/cash collections and deposited in company account
* Composed reports summarizing accounts payable/receivable data to monitor recovery status
* Created daily cash reports for accounting management

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| **2.** | **Organization:** | **PITAC Company LLC** (Located in Abu Dhabi, United Arab Emirates) |
|  | **Designation:** | **Sales Executive cum Accountant** |
|  | **Period of service:** | ***May 2011 to August 2012*** |

**Responsibilities:**

Identified prospective customers by using business directories and following leads from existing clients

Contacted new and existing customers to discuss how their needs could be met through specificproducts and services

Designed marketing campaigns and implemented creative product display ideas

Presented latest merchandise to prospective clients

Quoted and negotiated prices, credit terms and other bid specifications

Selected correct products based on customer needs, product specifications and applicable regulations

Consulted with businesses to supply accurate product and service information

Reviewed files, records and other documents to obtain information to respond to requests/enquiries

Answered and managed incoming and outgoing calls

Provided services for cheque/cash collections and deposited in company account

Composed reports summarizing accounts payable/receivable data to monitor recovery status

Created daily cash reports for accounting management

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| **3.** | **Organization:** | **Farooq Garage** (Located in Abu Dhabi, United Arab Emirates) |
|  | **Designation:** | **Sales Administrator cum Estimator** |
|  | **Period of service:** | ***June 2007 to June 2011*** |

**Responsibilities:**

Developed and executed marketing programs and general business solutions resulting in increasedcompany exposure, customer traffic, and sales

Provided Advices/Estimation services for clients vehicle repairs via self-financed or insurance coveredplans

Provided Bidding and Negotiating services for approvals of vehicle repairs from all main streamInsurance Companies like Axa Insurance, Royal & Sun Alliance Insurance, Norwich Insurance, Methaq Insurance, United Insurance, Buhaira Insurance

Negotiated prices, terms of sales and service agreements

Consulted with businesses to manage sufficient supply of accurate products/parts required forapproved repairs and service agreements

Interfaced with workshop technical staff, in a professional manner to uphold excellent customer service

Prioritized repair jobs/tasks to meet tight deadlines and tested vehicles to achieve quality standards

Managed clients enquiries via calls and e-mails

Reviewed files, records and other documents to obtain information to respond to requests/enquiries

Matched purchase orders with invoices and recorded the necessary information

Supervised and recorded invoice processing, purchase orders, credit memos and repair jobs completed

Composed accounting reports for accounts payable/receivable

Provided services for cheque/cash collections and deposited in company account

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| **4.** | **Organization:** | **National Bank of Pakistan** (Located in Jhelum, Pakistan) |
|  | **Designation:** | **Bank Services Trainee** |
|  | **Period of service:** | ***October 2005 to March 2006*** |
|  | **Responsibilities:** |  |

Reported to Operation Manager regarding assigned tasks/jobs

Provided services to bank clients for opening of different type of accounts

Issued cheque books to bank clients as per rules & policies

* Managed and recorded cash transactions over Cashier Counter against Utility bill receipts
* Provided Cash/Cheque Withdrawal & Deposit Data Entry services into Bank Back-Office System
* Recorded Entries of Govt. Receipt/Payment vouchers into manual books of accounts

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| **5.** | **Organization:** | **Iqbal Motor Factors** (Located in Dina, Pakistan) |
|  | **Designation:** | **Office Sales Executive** |
|  | **Period of service:** | ***September 2003 to August 2005*** |

**Responsibilities:**

Monitored and managed customers enquiries via calls

Provided services to effectively present product features to clients to achieve sales targets

Played key role in processing invoices for orders received

Designed and Promoted marketing campaigns/seminars to increase clients database

Processed and recorded cash transactions for receipts/payments

Collected due installments, payments and cheques to deposit in company account

**Educational Credentials**

1. **Diploma in Cost & Management Accountancy** (2003), ICMAP, Pakistan
2. **Bachelor’s Degree in Commerce, B.Com** (2001), University of Punjab, Pakistan
3. **Higher Secondary School Certificate, HSSC** (1999), Federal Board of Islamabad, Pakistan
4. **Secondary School Certificate, SSC** (1997), Federal Board of Islamabad, Pakistan
5. **Certificate in Business Communication**, Allama Iqbal University, Pakistan

**Extra-Curricular Achievements**

* NIMS Community Services Society, National University of Sciences & Technology
* National Cadet Corps Course (National Guards)

**Language Skills**

1. Excellent command over ENGLISH Language
2. Fair command over ARABIC Language
3. Native language is URDU and PUNJABI

**Personal Profile**

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|  | Nationality: | Pakistan |
|  | Date of Birth: | 4th October, 1980 |
|  | Gender: | Male |
|  | Marital status: | Married |
|  | Visa Status: | UAE Residence Visa |
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**Declaration**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place: Abu Dhabi

Date: 28/01/2017