**Malik**

**Malik.338630@2freemail.com**

**Sales Executive**

**Professional Summary**

* Motivated and energetic sales person with 2+ years’ experience. Independent worker with high energy and great communication skills. Reliable and friendly professional able to work with little oversights and collaborate in team environments.
* Sound knowledge of B2B and B2C sales.

|  |  |
| --- | --- |
| * Team Player
* Product knowledge
 | * Service minded
* Multi tasking
 |
| * Motivated seller
 | * Reliable
 |
| * Responsible
 |
|  |  |

**Work Experience**

**City Motors**

**Islamabad, Pakistan**

City motors is a very well renowned car sales and rental company in the capital. It has captured a sound base of customers and a reputable name in the market.

**Car sales and rental agent** Oct 2014 – Till now

* Promoting business by introducing latest fleet of cars to our customers, convincing them by showcasing the features and services of our company.
* Keeping updated knowledge of the competition market to stay up to date and better respond to the customer queries.
* Introducing competitive offers by analyzing competition markets to retain our existing customer portfolio and to attract new clientele.
* Recommend appropriate cars to the choice or needs of the customers and reshape customers choice in accordance to the available fleet.
* Inquiring customers about their buying experience, cars preferences and future purchases to further enhance our customer’s experience

**Munir Photos,**

**Rawalpindi, Pakistan**

Munir photos is undoubtedly the largest professional cameras and accessories wholesaler and retailer in the Northern Punjab and KPK region.

**Sales Executive** Jan 2012 – Sep 2014

* Consulting with customers on their needs and recommending appropriate products.
* Following latest technological advancements in order to provide up-to-date information to customers.
* Suggesting further accessories and related gadgets to boost sales and increase customer satisfaction.
* Providing information regarding store policies, product manufacturers and popular market items.

**Skills & Expertise**

* Exceptional ability of verbal communication, sales and persuasion skills
* Able to work in a team fostered environment.
* Well hand at customer relationship area and communication.
* High level of motivation and leadership capabilities.
* Able to engage customer emotions, likeable and memorable.

**Technical and IT Skills**

* Microsoft word
* Microsoft excel
* Accounting soft wares including:
* Tally
* Peachtree
* QuickBooks
* Sage

**Education**

ACCA – Cont. 2017

Skans Institute of accountancy

Westridge Rawalpindi, Pakistan

Certified (FIA), Foundation in Accountancy 2013

University College of Advanced Technologies

Rawalpindi, Pakistan 2013

Intermediate (HSSC) 2011

Punjab College of Information Technologies

Rawalpindi, Pakistan 2011

Matriculation (SSC) 2009

IHSS, Rawalpindi, Pakistan

**Personal Information**

Date of Birth: Oct 1992

Marital Status: Single

Languages: English, Urdu, Hindi, Pashto, Punjabi.

Industry: sales and rentals esp. Car sales and rentals / Property and Real Estate

Nationality Pakistan

Visa Status Visit (Valid till 15 April, 2017)