

Contact HR Consultant for CV No: 341207

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| **SKILLS SET** | **PROFILE SUMMARY** |
| **Sales Operations**  **Accounting**  **Reporting & Documentation**  **Customer Relationship Management**  **Showroom Functions**  **Liaison & Coordination** | * A competent professional with 13 years of experience in **Sales Operations and Accounting** * Experienced in exceeding targeted sales goals, developing profitable & productive business relationships with customers * Proficient in understanding product functionality, designing & delivering product demonstrations based on requirements & competitive sales situations, etc. * Gained experience in preparation and finalization of books of accounts * Pivotal in managing sales operations with accountability for incremental volume & profit growth * Proficient in negotiating & finalizing sales agreements and assuring timely payment of receivables * An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills |

**CORE COMPETENCIES**

* Implementing strategies for augmenting business & expanding sales volume
* Building & maintaining healthy business relationships, understanding customer requirements, business issues & market situations
* Driving sales initiatives & achieving desired targets with overall responsibility of exploring marketing avenues to build consumer preference and driving volumes
* Mapping client’s requirements & providing best products to suit their requirements; generating business from existing accounts and achieving profitability & sales growth
* Managing day-to-day accounting operations in coordination with internal/external departments for smooth financial operations
* Identifying opportunities, creating market base and conducting product detailing & presentations
* Handling a wide spectrum of accounts activities encompassing finalization of accounts, reporting, etc.

**WORK EXPERIENCE**

***2008 - Till Date: Oman Trading Establishment LLC, SALALAH as Sales Consultant (Hyundai Motors)***

**Role:**

* Shouldering the responsibility of:
* Managing display as requested by Product Manager / Showroom Manager
* Establishing advertising display and calculating price discounts
* Maintaining record of customer information for customer call reports
* Demonstrating product in accordance with procedures
* Filing all cash receipts along with product sales invoice copy
* Handling showroom visitors; registering sales and delivering cash to cashier on daily bases
* Responsible for keeping showroom clean & neat and ensuring showroom sales plus fleet customers dealing
* Overseeing market trends and competitor activity
* Responding customer inquiries with regard to product specifications, pricing and payment methods
* Developing proposals based on customer's requirements and standard technical specification
* Undertaking activities related to stamp, mark or tag prices on products as required

***2003 – 2008: Pakistan Electric Power Company, Islamabad, Pakistan as Accounts Assistant***

**Role:**

* Accountable for maintaining files keeping all records
* Handled activities related to posting in ledgers and preparation of payrolls of employees
* Generated monthly accounts i.e. summaries, posting in trail balance and preparing balance sheet

**EDUCATION**

* Master in Business Administration (IT) from Al Khair University, Rawalpindi, Pakistan
* Bachelor in Commerce from University of Punjab, Lahore, Pakistan

**Specialized Education:**

* IOSH Managing safely
* Fire safety workshop conducted by World Safety Organization

**Other Credentials:**

* Basic Computer Certificate Course from P.A.F Intermediate College Chaklala, Rawalpindi, Pakistan in 1995

**INTERNSHIP**

**Organization:** National Bank of Pakistan (MODLE Branch Islamabad Pakistan)

**Period:** Feb’02 – May’02

**Description:** Served as Internee in Foreign Exchange Branch, Credit Department & General Banking Section

**TECHNICAL SKILLS**

* Well versed with:
* MS Office (Word, Excel & PowerPoint)
* SAP CRM and Oracle

**PERSONAL DETAILS**

Date of Birth:08-11-1976

Language Known: English, Arabic & Urdu