 NASIR

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|  **OBJECTIVE:**To have a challenging career as a Sales Executive and to continue my career advancedment using new technique and modalities. **QUALIFICATION**Higher Secondary : Faisalabad (1992)**PRESENT STATUS:**I worked as a Area Sales Manager in Lab Links. **Experience:** **S. S. DIAGNOSTICS March 1995 to August 1998****Worked as Office Assistant** Duties and Resposibiliites * Organize office and assist associates in ways that optimize procedures
* Sort and distribute communications in a timely manner
* Create and update records ensuring accuracy and validity of information
* Schedule and plan meetings and appointments
* Monitor level of supplies and handle shortages
* Resolve office-related malfunctions and respond to requests or issues
* Coordinate with other departments to ensure compliance with established policies
* Maintain trusting relationships with suppliers, customers and colleagues
* Perform receptionist duties when needed

**LAB LINKS October 1998 to Dec 2016****Worked as Office Asistant and Sales Executive** Duties and Resposibilities* Visit potential customers for new business
* Provide customers with quotations
* Negotiate the terms of an agreement and close sales
* Gather market and customer information and provide feedback on buying trends
* Represent your organisation at trade exhibitions, events and demonstrations
* Identify new markets and business opportunities
* Record sales and send copies to the sales office
* Review your own sales performance

**LANGUAGE KNOWN:** Urdu, Hindi, Punjabi and English.**COMPUTER SKILLS:**Word, Excel, email.**PERSONAL DETAILS**:Date of Birth     :   05-02-1974Nationality       :   PakistaniMarital Status    :    MarriedVisa Type. : Visit  |
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