 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     :   05-02-1974  Nationality       :   Pakistani  Marital Status    :    Married  Visa Type. : Visit |
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