# **Waqar**

# **Waqar.347887@2freemail.com**

**Professional Profile**

A dynamic, flexible and hardworking post graduate with a unique combination of skills and capabilities acquired during studies and projects. Enthusiastic, self-motivated and able to work well both independently and as part of a productive team, demonstrating the motivation and multi-tasking abilities. Possesses good problem-solving abilities as well as strong IT and interpersonal skills, and with a thirst for learning is always keen to develop new skills and expertise.

**Objective**

Currently in the market for a position and role which will make best use of my knowledge while enabling further personal and professional development. To be associated with an organization that provides an intellectually stimulating and

Challenging environment.

**Experience**

 **Sales Executive Feb 2016 – Nov 2016**

 **Dynamic Speedy**

* + Demand generation through new prospects and retention and satisfying old customers.
	+ Coordinating with the retailer, whole seller and distributor for orders and payments.
	+ Execution of new plans and response of competitor activities through new strategies.
	+ Reporting of weekly activities to the senior management.
	+ Training and development of field labor and customers.
	+ Online searching of customers from different portals.
	+ Correspondence and documentation.
	+ Responsible to maintain data base of the customers on excel.

**Education and Qualification**

**MBA (Marketing and Finance):** National University of Modern languages, Islamabad, Pakistan (2016)

**B Com:** The University of Punjab

**HSSC:** Federal Board

**Projects**

* Conducted own business in NUML entrepreneurial week.
* Conducted social activity at SOS village Islamabad.
* Conducted seminar on the topic of cost and benefit of metro bus project.
* Active involvement in leadership initiatives at NUML and in the community.

**Achievements**

* Qualified for a Prime Minister’s Laptop scheme in 2014 on maintaining a good academic record.

**Interpersonal Skills**

* Active involvement in leadership initiatives at NUML and in the community
* Manage all control of business activities.
* All kind of trouble shooting regarding the matters in Decision Makin
* Strong written and oral English skills, and experience in speaking to individuals and large audiences.
* Excellent communication and interpersonal skills.
* Highly motivated, energetic and hardworking.
* Ability to work hard, takes initiative, and produce high quality work on time.

**Additional skills**

 **Computer Skills:** MS Office (Word, Excel, PowerPoint), Internet surfing. Hardware knowledge

 **Languages:** Fluent English, Urdu, Hindi, Punjabi and Basic Arabic

**Interest and Activities**

Cricket, Travelling and Music, Reading books

|  |
| --- |
| **Reference** |
| * Personal and professional references will be furnished upon request
 |
| **Declaration** |
| * I hereby declare that the information given above is true to the best of my knowledge
 |