**Tahir**

**Tahir.352010@2freemail.com**

*CAREER OBJECTIVE*

A qualified professional with BBA(Hons) in Marketing, seeking a challenging and professionally rewarding position with growth oriented organization to contribute accrued expertise towards the qualitative enhancement of the organization

*CAREER SUMMARY*

Have the essential skills and capabilities to complete multiple projects with competing deadlines. Quick learner with knowledge desire, Active, enthusiastic, energetic, team worker and clear communicator, both oral and written. My work experience, university projects and activities have developed my self-learning abilities, research abilities, organizational skills, oral and written communication skills, therefore, I am able to work in the most challenging projects

*EMPLOYMENT EXPERIENCE*

Engro Foods Limited Lahore Pakistan ***May 2015 to Jan 2017***

**Sales Executive**

* Ensure that sales targets are reached within the agreed period
* Develop and maintain relationships with existing and potential clients to ensure loyalty, through e.g. meetings, telephone calls, emails, visits, events etc. to improve client awareness and interest in future products
* Manages and develops sales reports and present to sales manager
* Meeting with clients and follow up for overdue payment in an effective way
* Present a demo of related product ranges to clients when required
* Identifying/defining your [most important customers](http://www.brandingstrategyinsider.com/2007/09/defining-the-ta.html)
* Coordinate with marketing team and represent the company in exhibitions and promotional activities
* Understand and attend to clients' needs, providing them with comprehensive information
* Build long term and effective relationship with clients
* Delivered world class customer service, built customer satisfaction and loyalty.
* Coordination with finance department related to customer credit notes
* Resolving customer issues promptly within company guidelines, before escalating to higher level
* Attend to customer needs, understand their requirements so that maximum number of enquiries are converted into reservations at the best price
* Address customer complaints and service related issues
* Explore the target market and build relationship with new clients

*EDUCATION BACKGROUND*

**BBA (Hons) with Major in Marketing in Aug 2015 (first Division)**

University of Education Lahore Pakistan

**Diploma in Commerce 2011 (first Division)**

Punjab Board of Technical Education Lahore Pakistan

**Matriculation with Science 2009 (First Division)**

BISE Lahore

*COMPUTER SKILLS*

* MS Office
* Outlook Express & Web Browsing
* Social Media Tools

*COMMUNICATION SKILLS*

* Fluent in English Speaking and Writing
* Excellence presentation and organizational skills
* Articulate with excellent verbal and written communication skills
* Ability to work under pressure and on demand
* Ability to handle multiple financial instructions

*ACHIVEMENTS AND AWARDS*

* Got 2nd Position in Naat competition from CM Sports (Punjab Level)
* Got 2nd Position in Annual Speech competition from Quaid Day (University Level)
* Got 1st Position from Annual Naat competition (University Level)
* Attend the British Council Classes for Behavioral improvement and Improvement in English Skills besides Managing the Elections (2011) on the Behalf of British Council.

*PERSONAL INFORMATION*

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| Marital Status Nationality | SinglePakistan |
| Date of Birth  | 04-04-1993 |
| Visa Status. Availability | Visit VisaImmediately |
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