**Curriculum Vitae**

**Muhammad**

**Muhammad.352209@2freemail.com**

**Sales Coordinator**

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| **Objective:** |

Seeking for a challenging competitive and conducive position where knowledge and skills can be enhanced in the domain of sales and marketing. Moreover, analytical, interpersonal and problem-solving skills could be shared with others and allows for advancement. Avenue for continuous growth utilizing my creativity and fanaticism to learn especially new challenges.

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| **Personal Core Competencies:** |

* Results driven, Logical and Methodical approach to achieving tasks and objectives
* Energetic and positive outlook which leads to create positive synergy in teammates
* Comprehensive knowledge of sales techniques
* Team player with high integrity and honesty; ethical and socially aware

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| **Professional Experience:** |

**Sales Coordinator** (December 2013-December2016) **Jannah Hotel and Resort in Eastern Mangroves Promenade, Abu Dhabi**

**Responsibilities**:-

* Responsible for booking Hotel Reservations of both local and international clients.
* Generate referrals through high quality customer service.
* Handling Escalations and providing customer satisfaction.
* Responsible for receiving Food & Non Food items according to ADM rules.
* Organize new hotel promotions through advertisement.

**Salesman** (November 2011-November 2013) **Euro Novelties LLC** Dubai

**Responsibilities**:-

* Taking orders from customers
* Always check the competitors activities, like promotions, new launching items, packing & price
* Assist in formulations and development of sales
* Preparation of invoices Quotations and LPO’s
* Organized the sales reports and sales targets
* Maintain the promotions items and their stock availability
* Analyze **sales figures, customers reaction** and **market trends** to anticipate products
* Collaborate with **buyers, suppliers, distributors** and **analysts** to negotiate prices, quantities

and time-scales.

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| **Education and Qualification:** |

* **B.Com ( Graduation)** 2011

 Punjab University Lahore-Pakistan

* **I.Com**  2009

 Quaid-e-Azam Higher Secondary School (Gojra-Pakistan)

* **Matriculation**  2007

 Govt High School 157GB (Gojra-Pakistan)

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| **Technical Skills:** |

* MS Office 2003,2007,2010
* Internet and E-Mail

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| **Personal Profile:** |

**Date of Birth** 05-09-1990

**Nationality** Pakistani

**Marital Status** Single

**Visa Status** Visit Visa (29-05-2017)

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| **Languages:** |

English Intermediate

Hindi Advance

Urdu Advance

Arabic Read & Write

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| **Interests:** |

* Watching Documentaries and Playing Cricket
* Traveling

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| **Reference :** |

References will be furnished on demand.

***I do hereby declare that all statements in this application are true to the best of my knowledge and belief.***