357012@gulfjobseekers.com

**OBJECTIVE**

My company defines my social status! An adherent to the Japanese philosophy of work, I seek a long term relationship with a prestigious organization that will use my skills, loyalty, honesty, creativity and potential to strengthen its managerial team.

**ACADEMIC QUALIFICATIONS**

|  |  |
| --- | --- |
| **2012-2014** | **Master of Business Studies** |
|  | Virtual University Of Pakistan |

|  |  |
| --- | --- |
| **PRACTICAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**May 2016 to Till Date**

**Sarco International (Member of Sultan Group Investments LLC)**

**Account Executive**

**Responsibilities:**

* Brainstorming with the design team to achieve the brief and ensure the design concepts are in line according to the requirements.
* Organizing meetings with the clients to attain briefs of exhibition stand, signage, ceiling, Interior design & fit out, Mall stands/kiosk, furniture rental from local clients and from international clients through email/phone correspondence.
* Monitoring the social media and advertising for all the social media platforms like Facebook and company LinkedIn account.
* Coordinate with vendors for the getting the rates and making quotations.
* Ensuring with onsite coordinators that operations are carried out seamlessly and effectively.
* Attend different exhibition in Trade center Dubai & Abu Dhabi to meet different exhibitors.

**April 2015 to April 2016 (Total Tenure 1 Year)**

**The Circle Media LLC (Dubai UAE)**

**Account & Sales Executive**

* Generate Sales lead and appointments for new business.
* Create and update database for all exhibitions stands.
* Monitor and report on telemarketing activity, buildup & dismantling schedules of exhibition booths.
* Follow ups on existing and potential customers to ensure sales.
* Maintain customer’s database.
* Managing submission for approvals by the exhibition organizers.
* Fully capable to close sales and handle high net worth clients.
* Attend exhibitions and other corporate functions so as to develop new contacts.

**Feb 2013 – Jul 2014 (Total Tenure 1 Year & 6 Months)**

**Topaz Group of Companies (Advertising Agency Pakistan)**

**Senior Key Account Executive**

**Responsibilities:**

* Handled BTL activities, Outdoor media, launching events of Suzuki Motors Co Ltd, Metro Cash & Carry.
* Building good relations with all Clients and give them services
* Looking after creative designing, outdoor media, Print media & BTL activities.
* Complete the projects within the deadline and making invoices.
* Complete the projects within the deadline and making invoices.
* Arrange media coverage for clients in different launching events.

**1st June 2011- 31st Jan 2013 (Total Tenure 1 year & 8 Months)**

**Time & Space Media Pvt. Ltd. (Advertising Agency Pakistan)**

**Key Account Executive**

**Responsibilities:**

* Looking After creative designing, animated tvc’s, & print media of different local clients.
* Coordinate with different Vendors for printing and giveaways.
* Existing and new Clients visits on daily basis for existing & upcoming projects.
* Completing the project within the deadlines.

**Feb 2010 – Feb 2011 (Total Tenure 1 year)**

**M Communication Pvt. Ltd (Advertising Agency Pakistan)**

**Client Services Executive**

**Responsibilities:**

* Handling ATL of local clients like Universities admission campaign and Bank of Punjab product schemes.
* Visit different new and existing clients on daily basis.
* Making weekly reports and share with management about the existing and new projects status.
* Coordinate with different newspapers for rates and give them ads to publish in to their newspaper & magazine.

**Jan 1st 09– Jan31st10 (Total Tenure 13 Months)**

**NIB Bank (Pakistan)**

**Relationship Officer**

**Responsibilities:**

* Selling Personal Loan to different salaried class people.
* Handling the recovery issues
* Daily visits to different offices for getting new clients.
* Follow up with existing client and new clients and offer them new products.

**COMPUTER SKILLS**

* Regular use of MS Word, MS Excel, Power point for making reports and presentation.
* Office Automation Software -MS Office (XP), Outlook Express.
* Familiar with all social media platforms & professional network LinkedIn.

**PERSONAL INFORMATION**

* Born on May 28th, 1987 at Lahore, I’m single and live in Dubai UAE
* Fluent with English and Urdu Languages.

**REFERENCES**

* Will be furnished on request