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| **Name**  **Ashknaz** | **Phone Contacts:** | **E-mail Address:** |  |

# [Ashknaz.359343@2freemail.com](mailto:Ashknaz.359343@2freemail.com)

# PERSONAL INFORMATION

**Father’s Name**: Hanook Masih.

**Place of Birth**: Pakistan

**Nationality:** Pakistani.

**Religion:** Christianity.

**Visa Status** Visit visa

# Objective

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

# Summary

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

# PERSONAL QUALITIES

* Creative lesson Planning
* Good Coordinator
* Self-Motivation

# ABILITIES

* Ability to create and maintain effective business relationship with customers.
* Ability to work flexible hours.
* Excellent interpersonal and coordination skills.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.

# ACADEMIA

DEGREE INSTITUTION

Intermediate: BISE (Private), Lahore.

Matriculation: St. Franciscan Boys High school, Lahore.

# EMPLOYERS

**Sales Executive:**

DGS (Inbound US Customer Services and Sales) May 2014- December 2016.

Mind Bridge (Inbound US Sales) December 2013 – May 2014.

**TSR:**

Icon Marketing, Lahore. (Outbound Sales) February 2012 -- November 2013.

UK based campaign

**Supervisor & Floor Manager (Operations) :**

Global BPO Solutions, (Online IT training Sales) March 2009 – January 2012.

(Skillsets US

**Technical Skills:**  
-Business Development & Expansion Skills  
-Market planning & Positioning  
-Sales Team Building & Leadership  
-Profit and Loss Management  
-Negotiation  
-Budget Control  
-Staff development and Motivation

**Responsibilities:**-Listening to customer requirements and presenting appropriately to make sales  
-Maintaining and developing relationships with existing customers in person via calls and mails  
-Cold calling to arrange meetings with potential customers to prospect for new business  
-Responding to incoming mails and phone queries  
-Acting as a contact between a company and its existing and potential markets  
-Negotiating the terms of agreement and closing sales  
-Gathering market and customer information  
-Representing the organization at trade exhibitions, events and demonstrations  
-Negotiating on price, costs, delivery and specifications with buyers and managers  
-Advising on forthcoming product developments and discussing special promotions  
-Creating detailed proposal documents.

-Liaising with suppliers to check the progress of existing orders  
-Checking quantities of goods on display in stock  
-Recording sales and order information and sending copies to the sales office or entering into a computer system  
-Reviewing your own sales performance, aiming to meet or exceed targets  
-Making accurate, rapid cost calculations and providing customers with quotations  
-Attending team meetings and sharing best practices with them

**Acheivements:**  
-Successfully achieved targets within the set deadlines  
-Successfully sold and marketed the products in the market  
-Got the “best convincing individual” award

**Extra – Curricular Activities:**  
  
-Talking to new people and making friends  
-Listening to music  
-Surfing the internet

### COMPUTER SKILLS

* Microsoft WORD
* Microsoft EXCEL
* **LANGUAGES:**
* **Language Level**
* English Expert
* Urdu Expert

### REFERENCES

Will be provided on demand.

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