**MUHAMMAD**

MUHAMMAD.360034@2freemail.com

# Objective

# I am a business graduate in marketing and finance and also have a specialization in human resource management with about 8 years’ experience in the field of marketing and sales. I am looking forward to join an organization where I can enhance my skills and capabilities also contribute to the value of that organization and share my learning and practical experiences of my professional life.

# Professional Synopsis

# Holding about 8 years of rich experience in Sales

# Self-motivated & Good team player

# Having cheerful & outgoing character

# Self-motivated, customer oriented

# Passionate and take pride in work

# Possess excellent interpersonal, communication and organizational skills

# Proven abilities in team management & customer relationship management

# Work Experience

**4.5 years’ experience in Sales Department in UAE**

 **Sales Executive (Apr 2014-to Oct 2016) M.H Enterprises L.L.C-Dubai, U.A.E**

During my association with **M.H Enterprises L.L.C**, my primary responsibilities are

* Maintain and develop good relationship with customers through personal contact and meeting
* Must act as a bridge between the company and its current market and future markets
* Maintaining and increasing sales of the company's products
* Reaching the targets and goals set in the area allocated
* Help management in forthcoming products and discuss on special promotions
* Review their own performance and aim at exceeding their targets
* Provide accurate feedback on future buying trends to their respective employers
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.

 **Business Development Executive (Jan 2012 to March 2014): ZED COM L.L.C -Dubai, U.A.E**

During my association with **ZED COM L.L.C**, my primary responsibilities are

* Keeping in contact with existing customers in person and by phone
* Making appointments with and meeting new customers
* Agreeing sales, prices, contracts and payments
* Meeting sales targets
* Promoting new products and any special deals
* Advising customers about delivery schedules and after-sales service
* Recording orders and sending details to the sales office
* Giving feedback on sales trends

**3 years’ experience in Sales Department Pakistan**

**Sales Coordinator (Nov 2010-December 2011) Darbarwala Industries Pvt Pakistan Limited**

During my association with **Darbarwala Industries Pvt Pakistan Limited**, my primary responsibilities are

* Communicating with regional sales team for status of order and position of sales
* Handle the processing of all orders with accuracy and timeliness
* Inform clients of unforeseen delays or problems
* Ensure adherence to laws and policies
* Supporting the sales team in attaining sales targets
* Prepare monthly, weekly or daily sales analysis
* Providing sales and administrative support involving efficient handling of top and confidential agreements.

**Marketing & Sales Executive (Oct 2008-Oct 2010) Dodhys Agencies Pvt Ltd Pakistan**

During my association with **Dodhys Agencies Pvt Pakistan Limited**, my primary responsibilities are

* Prepares marketing reports by collecting , analyzing and summarizing sales data
* Responsible to maintain office and customer support documents
* Received training in functions and operations of marketing and sales department
* Researches competitive products by identifying and evaluating product characteristics, market share, pricing and advertising.
* Visiting and meeting with Clients on regular base.

**UAE Light Vehicle Driving License**

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# License No: 1931936 License Issue Date: 25-07-2013 License Expire Date: 25-07-2023 Place of Issue: Dubai

# Education

# M.BA (Marketing & Finance)

# National Collage of Business and Administration & Economics Lahore Pakistan

# B.A (Statistics)

# Punjab University Lahore Pakistan

# ICS (Computer Science)

#  Lahore Intermediate and Secondary Board, Pakistan

# HSC (Science)

# Lahore Intermediate and Secondary Board, Pakistan

# Diplomas & Certificates

* Specialization Certificate in Human Resource Management (HRM)

**Virtual University of Pakistan**

* Computer Application A+

 **Punjab Board of Technical Education, Lahore (Technical Education & Vocational Training Authority)**

# Personal Details

**Date of Birth:**  October 28, 1985

**Nationality:** Pakistani

**Marital Status:** Married

**Languages:** English, Urdu, Punjabi, Basic Arabic

**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.**

 Applicant