##### SYED

**Syed.365290@2freemail.com**

***CAREER OBJECTIVE***

***To attain a challenging position in an automotive industry that would help me grow and also help the organization to achieve its goals.***

***CORE COMPETENCIES***

* ***Excellent administrative, communicating, convincing & selling skills.***
* ***Excellent in locations all over Dubai, Sharjah & rest of the emirates.***
* ***Excellent knowledge about the automotive industry of UAE.***
* ***Excellent knowledge of Rent a Car business.***
* ***Having more than 6 years of experience in UAE for selling & buying used cars & also capable and confident of selling new car or vehicle related accessories.***
* ***In-depth knowledge of almost all cars from inside-out.***
* ***Ability to judge customers’ needs and present our offering, services or products.***
* ***Highly confident, talented, hardworking & self-motivated individual as well a good team player.***

***WORK EXPERIENCE***

**May-15 till present Dollar Rent a Car**

* Greeting customers & explaining our products offerings.
* Detailing new & beneficial schemes to the clients with regard to renting a car.
* Making rental contracts for new or regular clients.
* Inspecting vehicles before checking-in & checking-out.
* Depositing daily cash to the bank and doing other administrative work for the branch.

**SEP-14 till APR-15 SHARJAH TAXI**

**DEC-12 till AUG-14 Worked for my local sponsor as DEALER & DRIVER.**

**Feb-09 till Aug-12** **UNIVERSAL AUTOMOBILES & ENGINEERING WORKS**

**Admin, Customer Care & Sales Coordinator**

* Taking care of administrative issues of the department.
* Handling Customer Care activities, like greeting, guiding & handling customers issues.
* Taking care of Sales & Booking enquiries (New cars, Used cars & Rent a car)
* Meeting clients, quoting rates & finalizing the deal for new & used cars with regard to sell & purchase.
* Coordinating with our clients for the rental of cars.
* Doing inspection of the cars before giving on rent & inspect again once we receive vehicle after completing rent time period.
* Dealing with Insurance companies, in convincing to approve the damage.
* Handling Receipts & Payments with our clients as well as following up for the recovery.
* Meeting clients, taking enquiries & providing them timely solutions with regard to our business needs.

***EDUCATION***

Academic Qualification

* 2009 INTER COMMERCE (Intermediate Board of Karachi)
* 2006 MATRIC SCIENCE from The Front Liner School (Secondary Board of Karachi)

***PERSONAL PROFILE***

Date of Birth : 05th October, 1989

Nationality : Pakistani

Marital Status : Married

***REFERENCE***

Will be furnished upon request.