**Elahi**

[*Elahi.368401@2freemail.com*](mailto:Elahi.368401@2freemail.com)

* Innovative and result oriented professional with **5 years of experience** in sales and marketing.
* Dynamic, dedicated and committed to accomplish company targets and personal Goals.
* Ability to learn quickly and adapt to changing environments.
* Reliable, dedicated, patient and result oriented.

**CAREER OBJECTIVE**

To utilize my management, marketing and communication skills in a progressive organization that values and rewards new ideas, efforts and team work.

**PROFESSIONAL EXPERIENCE**

**Juma Al Majid Group (watches Division Retail / Corporate)**

Sales Executive/Showroom In charge Marina Mall Abu Dhabi

April 2013 to July 2016.

**Job Responsibilities Retail:-**

* Monitoring the count of watches physically in daily basis and tally in a report.
* Making daily feet in report on the number of customers coming in the showroom and what brand watch they purchased.
* Categorized customers based on nationality.
* Making invoices and filing them daily.
* Forwarding the invoices to the main office.
* Preparing and sending weekly/monthly report using either MS WORD or MS EXCEL.
* Checking stocks that are needed and placing order from the warehouse using ORACLE system.
* Getting customer details to input on the system for promotion or if there are new models available.
* Sending E-mails regarding showroom needs or status conditions (daily or if necessary).
* Attending to customer calls that follow up their watches in service center or if they have inquiries regarding the availability of watches.
* Placing or making orders through Oracle or POS system.
* Checking e-mails using Citrix system.
* Liaising with customer in area of sales.
* Meeting set sales targets.
* Stocking, replenishing or cleaning sales area.
* Assisting customers in product selection.
* Processing payments of various kinds.
* Offering advice to customers.
* Dealing the customer complaints.

**Job Responsibilities Corporate:-**

* Visited different government and Privates Companies for corporate sales.
* Registered our company Juma Al Majid with ADNOC for business and also got the tender of 500 watches.
* Arrange meetings with GHQ and UAE Police department and offer them special discount structure for their employees (50% off).
* Offering Special Offers for Big Bus Customers in Abu Dhabi.
* Visited number of private sectors for business purposes.

**Izhar Energy Services (Pvt.) Ltd.**

***Marketing Executive/ Business Development***

November 2011 – October 2012

**Job Responsibilities:-**

* Sale of energy efficient solutions and solar products.
* Visit potential construction consultants and developers for new business.
* Understand user needs and provide suitable solutions.
* Negotiate the terms of an agreement, variations in price, delivery and specifications with sales managers and close sales.
* Liaise with suppliers to check on the progress of existing orders.
* Assist the organizations in installation, repairs and operating the energy efficient systems.
* Maintain and develop relationships with existing customers mainly contractors, via meetings, telephone calls and emails.
* Gather market and customer information and provide feedback on future buying trends..
* Prepare solar powered lights samples for tender.
* Review sales performance, aiming to meet or exceed targets.

**Business Administrator**

August 2010 – October 2011.

**Job Responsibilities:-**

* Update personnel files.
* Prepare Procurement requisition.
* Maintain confidential documents.
* Organize training programs.
* Prepare tender evaluation summary.
* Type and track correspondence, documentation, archiving, scanning, dispatching.
* Assist General Manager in preparation of all correspondence and reports.
* Arrange transportation for company staff travelling within Pakistan.
* Coordinating with all levels of people.

**MAJOR PROJECTS**

* Successful UNO tender of installation of 10,000 solar lights and solar water heater for flood affected people in northern areas of Pakistan.
* Successful tender of installation of 1000 solar lights and 1000 solar fans for Rangers Head Quarter in Lahore.
* Arranged meetings and training programs, with the help of REAP (Renewable Energy Alternate Programs) for awareness of solar products in Punjab Sector.
* Internship report on Mitchell's Fruit Farms, Limited.
* Marketing and Business Analysis of Telenor Pakistan.
* Project for developing an advertisement of a local energy drink.
* Preparation of Comprehensive Business Plan on Vermicelli Manufacturing Business.
* Research work on “Consumer Behavior and HRM”

**ACADAMIC QUALIFICATION**

Bachelors in Business Administration (Hons)

University of Education Lahore, Pakistan

*Major:* ***Marketing***

**SKILLS**

**Technical Skills**

* Knowledge of energy efficient techniques, practices and systems.
* Highly efficient in data collection, compilation and formatting.
* Strong emphasis on environment protection issues.
* Software Installation and Troubleshooting.
* Microsoft Office, Word, Excel, Power Point.
* Excellent communication skills.

**LANGUAGES**

* English & Urdu

**PERSONAL INFORMATION**

* Date of Birth 11 Aug 1988
* UAE Driving License Holder