CURRICULUM VITAE

**PERSONAL DETAILS - SALMAN**



Date of Birth: 10th February 1991

Nationality: Pakistani

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**CAREER OBJECTIVE**

I intend to earn myself a challenging career, working for a progressive and dynamic organization which offers its employees opportunities for professional and personal development and to be able to contribute towards the success and organizational growth.

**EDUCATION HISTORY**

Sep 2013 – sep 2015 **Iqra University Islamabad,** PAKISTAN **http://iqra.edu.pk/isl/**

*Masters in Marketing*

Expected graduation: May 2016

Sep 2008 – Aug 2012 **Islamia University of Bahawalpur**, Bahawalpur PAKISTAN

**http://www.iub.edu.pk/**

*Bachelor of Business Administration*

Feb 2006 – April 2008 **BISEBWP**, Bahawalpur PAKISTAN

High School Certificate equivalent

**WORK EXPERIENCE**

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| FEB 2016 – till now  Nov 2013 – Dec 2015  Jan 2013 – Nov 2013 | **I SEE FASHION FZCO,** DUBAI UAE  *Sales Person* – Fulltime  Responsibilities and achievements:   * Understand customer needs and requirements * Give customers the best solutions and guide them about new products and designs * Check displayed items time to time and guide your team to batter display * Source new sales opportunities through inbound lead follow-up * Route qualified opportunities to the appropriate sales executives for further development and closure * Close sales and achieve quarterly quotas * Check the inventory and stocks and inform the chain members about your requirements   **TCS Logistics,** Lahore Pakistan  **http://www.tcscouriers.com**  *Project Incharge* – Fulltime  Responsibilities and achievements:   * lead, support and improvement of Logistics Projects or partial projects and interfacing with global projects * Lead projects and motivate participants until the successful completion (Timeline and Budget) of the project. * Manage projects with respective tools, cost and timeline control according to project specifications. * Provide 2nd Level Support of Logis-On-Line2 (LO2), hardware and system related processes. * Continuous improvement and optimization of processes and measurements of Automation, order handling, Customizing, Configuration, Logistics and forwarding agencies. * Promote and maintain a safe, clean and healthy working environment.   **Joyland Pvt. Ltd.** Lahore Pakistan  **http://joyland.com.pk**  *Food Supervisor –* Fulltime  Responsibilities and achievements:   * Organising stock and equipment, ordering supplies and overseeing building maintenance and cleanliness. * Planning and working to budgets, maximising profits and achieving sales targets set by head office, controlling takings in the restaurant, administering payrolls, etc. * Recruiting new staff, training and developing existing staff, motivating and encouraging staff to achieve targets and coordinating staff scheduling. * Working to ensure standards of hygiene are maintained and that the restaurant complies with health and safety regulations * Ensuring high standards of customer service are maintained. * Handling customer complaints and queries. * Preparing reports and other performance analysis documentation. * Establishing relationships with the local community and undertaking activities that comply with the company's corporate social responsibility programmes. |

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft Applications (Word, Excel, PowerPoint, Outlook) – Advanced
* Microsoft Office Document Imaging and Scanning – Advanced
* SPSS and EViews - Intermediate
* Acrobat Reader - Advanced

**Language Skills:**

* Urdu
* English
* Punjabi
* Arabic

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organized with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**INTERESTS AND ACTIVITIES**

* Badminton, volleyball, surfing, pottery, graphic design

**REFEREES**

Reference will be furnished upon request