CURRICULUM VITAE

**PERSONAL DETAILS - SALMAN**



Date of Birth: 10th February 1991

Nationality: Pakistani

E-Mail: salman.369429@2freemail.com

**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 nowNov 2013 – Dec 2015Jan 2013 – Nov 2013 | **I SEE FASHION FZCO,** DUBAI UAE*Sales Person* – FulltimeResponsibilities 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* – FulltimeResponsibilities 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 –* FulltimeResponsibilities 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.
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**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