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|  **IRFAN****IRFAN.371270@2freemail.com** | irfan |
|  **OBJECTIVE** |  |

Seeking a long-term opportunity within the business community, where my professional experience, education and abilities would be advantageous to the growth of my employer and myself.

**PRACTICAL EXPERIENCE:**

**MISMAR GENERAL TRADING L.L.C(JAN 2015 TILL NOW)**

**SALES REPRESENTATIVE**

* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature

**ARQ Real Estate L.L.C (Dubai, U.A.E) Nov-13 to May-14**

**Sales Executive**

* Works hard towards consistently achieving and exceeding monthly sales targets to ensure accomplishment of the overall company’s target.
* Understands business implications of decisions and displays orientation to profitability.
* Demonstrates knowledge of market and competition and aligns work with strategic goals.
* Actively prospects and acquires new accounts.
* Producing innovative ideas and sales strategies to meet objectives.
* Develop and increase business by following up on potential leads with face to face presentation and meetings.

**Blue moon Cyber Café (Dubai,U.A.E) Dec-2008 to Aug-2012**

**ACHIEVE CLERK/ACCOUNTANT**

* to keep records in the office
* to prepare sales documents
* dealing with customers inquiries and orders
* to help customers make wise decisions
* give customer full attention
* Filing, photocopying and general administrative duties.
* Ability to achieve sales and profitability objectives.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

**QUALIFICATION**

* B. COM Punjab University, Lahore 2008
* I. CS Islamabad Board 2005
* Matriculation Rawalpindi 2003

 **COMPUTER LITERACY**

* Operating Systems ( MS-DOS, Windows 2007, Windows XP, Vista )
* Desktop Publishing (Microsoft Publisher)
* Presentation ( Microsoft PowerPoint )
* Spreadsheet ( Microsoft Excel )
* Word Processing (Microsoft Word )
* Networking (TCP/IP, LAN, WLAN)
* Others ( Installation of Windows Operating systems and all known softwares,
* Trouble Shooting of Windows and software errors.
* Excellent command on Emailing.

**OTHER SKILLS**

* Excellent Communication Skills (verbal and written), being polite and patient.
* Excellent administration and numerical skills, with the ability to work independently, to deadline and with accuracy and attention to detail.
* Able to prioritize own workload, understand priorities of colleagues, and clients, highly self motivated, good task planning skills and able to cope with very busy work environment.

**PROFESSIONAL DIPLOMA**

**AUTOCAD (2D Module)** ROLLA COMPUTER AND MANAGEMENT

TRADING, Dubai, U.A.E (2013).

* Develop detailed design drawings and specifications for mechanical equipment, dies/tools, and controls, using computer-assisted drafting (CAD) equipment.
* Coordinate with and consult other workers to design, lay out, or detail components and systems and to resolve design or other problems.
* Review and analyze specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed.

**HOBBIES/OTHER ACTIVITIES**

* Swimming
* Cricket
* Music

**PERSONAL INFORMATION**

* Date of Birth : 30-06-1986
* Nationality : Pakistani
* Status : Single
* Visa Status : Eployment

**REFERENCES**

* WILL BE FURNISHED ON REQUEST