***Qasim***



[***Qasim.371987@2freemail.com***](mailto:Qasim.371987@2freemail.com)

***Sales Executive (2 year’s experience)***

**Career Highlights:**

Sales Executive at Omer Glass Factory Pvt Ltd, KPK Peshawar (2 years)

Sales Administrator at Babu Real Estate & Builders, KPK Kohat (2.8 years)

**Career Objectives:**

To join a reputed organization in order to provide innovative and quality work at a challenging position to apply and utilize my skills as a great resource for the organization and for my professional career.

**Work Experience:**

**Omer Glass Factory (January 2015 – Feburary 2017)**

**Designation Sales Executive**

**Major Responsibilities**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.
* Maintains relationships with clients by providing support, information, and guidance

**Babu Real Estate & Builder’s (*January 2011 – September 2013)***

**Designation*: Sales Executive***

**Major Responsibilities**

* Coordinating with sales team to managing schedules, filing important documents and communicating relevant information
* Store and sort financial and non-financial data in electronic form and present reports
* Handle the processing of all orders with accuracy and timeliness
* Inform clients of unforeseen delays or problems
* Assist in the preparation and organizing of promotional material or events
* To monitor sales and recoveries on the daily basis and make a complete report at the end of the each month.
* To check and Balance Monthly Sales and Recoveries or target setting among sales Executives.
* Give Daily Reporting to all Concerns (BM, RM, and Director Sales).

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degree Name** | **Institute** | **Session** |
| **Bachelor in Art’s** | AL-kher University AJ&K Pakistan | 2014-2016 |
| **D.Com-Accounting** | BTE Peshawar KPK Pakistan | 2008-2010 |
| **SSC(science)** | BISE Kohat KPK Pakistan | 2007 |

**Additional Courses:**

**IOSH Managing Safely**

Institute of Occupational Safety & Health United Kingdom.

**Diploma in Information Technology | 1 Years**

    Skill Development Council Peshawar KPK Pakistan.

**Diploma in Auto Cad 2D/3D | 3 Months**

Skill Development Council Peshawar KPK Pakistan

**Achievement’s**

* Volunteer at Human Appeal International Pakistan
* Volunteer at Women Chamber Of Commerce and Industry Pakistan (Islamabad Expo 2012)

**Key Skills and Competencies**

**Professional**

* Good general knowledge of IT.
* Ability to pick up new skills quickly.
* Effective verbal and written communication skills.
* Willing to work on a shift basis.
* Customer Service Representative Skill.

**Personal**

* Willing to work extended hours when needed.
* Always punctual and on time.
* Committed to continuous personal improvement.
* Excellent interpersonal and customer interface skills. Reliable and dependable.

**Linguistic Skills:**

Can read, write and speak English, Urdu and Pashto.

**Reference:** Available on demand.

----------**Thank You**----------