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Muhammad

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**Key Snapshot:**

Valid Driving license, Dubai – UAE

Worked in Real-estate, Dubai – UAE

MBA (Finance) B. Maj in Progress (Marketing)

**Objective:**

To join a reputable organization within the development industry to gain the career growth and achieve corporate goal by using my administrative management skills & experience.

**Strengths:**

Eye for detail and accuracy, multi-tasking, well versed with peach tree, quick book, tally, myob, oracle ERP system, MS office & graphics.

**Work Experience:**

**Company: Dynamic inks and chemical (Ink suppliers)**

**Position: Area Sales Manager. (May 2014– 2017 Sep)**

**Job description:**

* Development of new clients.
* Maintaining good relations with existing clients.
* Market research and information.
* Meet monthly and early targets.
* Timely recovery of payments.
* Look after all the exhibition and marketing activities.
* Increase market share of company.
* Look after the complaints from customers.
* Finalize prices and discounts for the products with customers.
* Keep customer posted for their orders.
* Forecast future trends and orient strategies to capture maximum benefits.
* Efficiently managed telephone calls, emails and collected/ sort mail.

**Company: Abdulla Mohammed Noor Real estate (Dubai, U.A.E)**

**Position: Administrator. (Dec 2011 - Dec 2013)**

**Job description:**

* Monitoring renewal listing and Follow ups.
* Follow up with the customer until the payment finalization.
* Preparing contracts and renewing the existing contracts.
* Preparing final settlement for all the vacant flats after confirmation.
* Managing all vacant flat rentals to ensure they are occupied accordingly.
* Updating inventory ledger book and managing all stocks.
* Preparing final settlement for the flats and managing all payables.
* Follow up with cheque return and collecting penalty.
* Follow up with all the quotations of maintenance and suppliers.

**Company: Crystal Impex (Import Export).**

**Position: Assistant Business Development Manager. (Aug09-Oct11)**

**Job description:**

* Preparing Performa invoice, sales contract, balance sheets, tender balance sheets, final commercial invoice, upload the updated records of freight charges according to the export department.
* Managed company customer’s data up to finalization with utmost dedication.
* Handled different works on behalf of manager during his oversize visits.
* Acquired good understanding of legal matters and taking care in invoicing and medication list updates.

**Education:**

* MBA (Finance) from Institute of Business & technology Karachi, Pakistan. (July 2017).
* Bachelor of Commerce from University of Karachi.
* Initial education in UAE from Our Own English High School Sharjah.

**Other information:**

* Valid UAE Driving license (light vehicle).

**References:**

* Will be furnished upon request.