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**FARYAD**

Address: Dubai, UAE

E-mail: faryad.374983@2freemail.com

**CAREER OBJECTIVE:**

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Seeking for a challenging position in a growing organization, which provides me opportunities to grow my career by utilizing my skills



**Experience**

**Organization: NAH Technologies LLC**

**(**DU Telecom channel partner**)**

**Tenure:** **JUN 2017 to Till Date…**

**Designations: Sale Executive**

**Key Responsibilities**

* Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts.
* Perform direct marketing and sales activities to generate sales as per the agreed sales and marketing
* Present to customers the Effective and Efficient solutions in order to increase sales and strengthen the position and image of the company.
* Respond to and follow up sales enquiries by mail, telephone, and personal visits and submit quotations to customers and negotiate the best deal.
* Building strong relationship with customers by resolving issues.

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* Updating the call list and the right information of the customers on CRM.
* Creating the new potentials and update the daily orders on CRM.
* Verifying all documents before forwarding to operations.
* Organizing, maintaining and updating emailing lists for products and services.
* Responsible for generating revenue through enterprise sales in the telecom sector.
* Identify, contact and build relationships with prospective customers through combination of telephone.
* Provide customer satisfaction.

**Organization: Rana Law Associates and Real Estate Agents**

**Tenure: Mar 2010- May 2017**

**Designations: Real Estate Agent**

**Key Responsibilities**

* Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
* Determine clients’ needs and financials abilities to propose solutions that suit them
* Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
* Perform comparative market analysis to estimate properties’ value
* Display and market real property to possible buyers
* Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
* Manage property auctions or exchanges
* Maintain and update listings of available properties
* Cooperate with appraisers, escrow companies, lenders and home inspectors
* Develop networks and cooperate with attorneys, mortgage lenders and contractors
* Promote sales through advertisements, open houses and listing services
* Remain knowledgeable about real estate markets and best practices

**ACADEMIC EDUCATION:**

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| --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **YEAR** |
| Bachelor of Arts | Murray College Sialkot | 2002 |
| Faculty of Science (Pre-Eng.) | Islamia College Sambrial | 2000 |

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Have a good level command over English and Urdu Languages.
* Good command over verbal and non-verbal communicative and interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.

**COMPUTER SKILLS:**

**Operating** Windows XP, Windows 10

**System:**

**Software’s:** •Over 5 year’s data entry and administrative experience

* Typing Speed: 60 WPM
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier
* In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)

**PERSONAL INFORMATION:**

Date of birth: 11/03/1983

Marital status: Married

Nationality: Pakistani

Language: English, Urdu, Punjabi, Hindi

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and ability