**AMBREEN**

**SALES EXECUTIVE**

**Mobile: C/o 971505891826**

**Email:** **ambreen.377458@2freemail.com**

* + 1. **Driving License: Automatic Vehicle**

**Personal Summary**

Strongly dedicated and reliable Retail Sales Executive with an outstanding client satisfaction history and superior work ethic. Adept at functioning well as an independent worker with little to no supervision or as part of a retail executive management team. Especially skilled at maintaining superb relationship networks with clients vendors and all levels of staff with a high degree of courtesy and professionalism.

# Work experience

### Bin Dakhan Mechanical Engineering & Turning

**Sales and Marketing Executive**

03/2016 - present

* Cold calling potential customers and selling the company’s products.
* Researching the target market and finding companies to target.
* Attending meetings with potential customers and closing sales.
* Building a sales pipeline to ensure a constant stream of sales.
* Working to monthly sales and revenue targets as set by the sales manager.
* Progressing towards activity targets and KPI’s set by the sales manager.
* Entering all required data for sales onto the company system.
* Creating invoices and sending out to customers following a sale.
* Following up with past customers and cross selling products.
* Providing assistance to other members of the sales team.
* Following up on leads generated by other departments.
* Investigating and resolving queries from customers

### AdMaxim PVT LTD , Lahore, Pakistan

**Sales Executive**

03/2014-2/2016

* Visit potential customers for new business
* Provide customers with quotations
* Negotiate the terms of an agreement and close sales
* Gather market and customer information and provide feedback on buying trends
* Represent your organization at trade exhibitions, events and demonstrations
* Identify new markets and business opportunities
* Record sales and send copies to the sales office
* Review your own sales performance

### PAKISTAN TELECOMMUNICATION (PTCL) , Pakistan, Lahore

**Sales Executive**

04/2009-03/2014

* Manage large amounts of incoming calls
* Generate sales leads
* Identify and assess customers’ needs to achieve satisfaction
* Build sustainable relationships and trust with customer accounts through open and interactive communication
* Provide accurate, valid and complete information by using the right methods/tools
* Meet personal/customer service team sales targets and call handling quotas
* Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution Keep records of customer interactions, process customer accounts and file documents
* Follow communication procedures, guidelines and policies
* Take the extra mile to engage customers

# Education

Masters ( Economics ) Punjab University , Lahore, Pakistan Graduation Punjab University , Lahore, Pakistan Intermediate Government APWA College , Lahore, Pakistan

## Skills

* Ability and desire to sell
* Excellent communication skills
* Positive, confident and determined approach
* Resilience and the ability to cope with rejection
* High degree of self-motivation and ambition
* Skills to work both independently and as part of a team
* Capability to flourish in a competitive environment
* Good level of numeracy

## Personal Details

Date of Birth : 21-11-1989

Languages : English, Urdu & Punjabi

Marital Status : Single

Nationality : Pakistani

Religion : Muslim

## References

References and supporting documentation furnished upon request