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Mobile: C/o 0505891826

Email: haider.379020@2freemail.com

Date of Birth: 10 January ’1997

**Career objective**

* To enhance my professional expertise and skills by working with a well reputed organization
* To get better prospects, and interact with top level professionals and individuals from various backgrounds
* To acquire and develop excellent management skills, and broaden my work experience to prepare me better into the employment market.

**Career History**

**Sales Team Leader**

*Future Bright LLC, Dubai, UAE* **Feb’17 till date**

* Create an inspiring team environment with an open communication culture
* Set clear team goals
* Delegate tasks and set deadlines
* Oversee day-to-day operation
* Monitor team performance and report on metrics
* Motivate team members
* Discover training needs and provide coaching
* Listen to team members’ feedback and resolve any issues or conflicts
* Recognize high performance and reward accomplishments
* Encourage creativity and risk-taking
* Suggest and organize team building activities

**Sales Executive Oct’16 till Jan’17**

*Future Bright LLC, Dubai, UAE*

* I had to conduct market research to identify possibilities and evaluate customer needs
* Actively seek out new sales opportunities through cold calling, networking and social media
* Set up meetings with potential clients and listen to their wishes and concerns
* Prepare and deliver appropriate presentations on products/ services of DU & Etisalat telecom.
* Create frequent reviews and reports with sales and financial data
* Participate on behalf of the company in exhibitions or conferences
* Negotiate/close deals and handle complaints or objections
* Collaborate with team to achieve better results
* Report to Sales Manager on daily, weekly and monthly basis.

**Intern (Public Relations and Marketing) April 2011 – August’16**

* Involved in assessing public relations team in organizing events and preparing for various PR activities.
* Assessed in transcribing Marketing Collateral in Arabic.

**Education and Qualifications**

**Intermediate 2013-2016**

*Board of Intermediate & Secondary Education*

* Physics
* Statistics
* Economics
* Accounting

**Matriculation till 2013**

*Board of Intermediate & Secondary Education*

**Additional Information**

**IT Skills**

* Word processing and presentation : Microsoft Word and PowerPoint
* Proficient in the use of Excel

**Key Skills and Competencies:**

* Excellent Communication Skills and event management background.
* Skilled at learning new concepts quickly, excellent time management skills, working well under pressure, and communicating ideas clearly and effectively.
* Excellent knowledge of multiple office and business software packages.
* Enthusiastic, demonstrated achiever, capable of working independently.
* Very good interpersonal and presentation skills.
* Experience of helping and coordinating events in terms of a leadership as well as ticketing and making sure of the consistency of the quality of work provided.
* Behavioral & Functional competencies, fully skilled to meet deadlines
* Flexible and proactive
* Good leadership qualities and result oriented, self-starter and able to work with minimum guidance.

**Languages:**

* English Fluent
* Urdu Native
* Punjabi Native
* Arabic Intermediate

**Memberships and Affiliations**

* Member of Punjab Wildlife Association since School.
* Organizing Committee in Public Relations Colloquium 2010.
* Involved in Students Representative Council 2012.
* Member of Sports and Recreational Centre in College 2013.