

**NAVEED**

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**PROFILE SUMMARY:**

Sales Officer Professional with more than four years combined experience in sales and marketing roles for the Corporate IT industry.  
Skilled in leading sales teams to penetrate new markets with latest IT products to achieve sales goals.

**OBJECTIVE:**

Managerial position in Sales and Marketing wherein education, experience and skills can be efficiently utilized to increase the sales volume and profitability of the firm. Build a strong distribution network for achieving greater market development by fulfilling the following underlying functions:

* Leading sales teams to achieve sales objectives.
* Identifying potential customers in the market.
* Comparing products and their substitutes based on a range of criteria.
* Managing the firm’s sales budget and costs – Estimating costs involved.

**(Alternative Objective Statements):**

* Obtain an executive sales/marketing management position in a growth-oriented company.
* Utilize business development/sales skills at a progressive organization where these skills can make a significant impact on the bottom line.
* Obtain a position that will enable use of strong sales skills, marketing background and abilities to work well with co-workers and clients.
* Use sales and marketing-oriented skills in the best possible way to achieve the company’s sales goals.

**PROFESSIONAL EXPERIENCE:**

* I have 2 years of experience as Sales Officer in **Tariq al ganiyam Kuwait.**

From February-2013 to January 2016

* I have 2 years of experience as Sales Officer in **March Azalea Malaysia**.

March-2016 to February 2018

**Responsibilities and Duties:**

* Troubleshooting potential problems
* Handling inquiries related to a new client
* Co-signing for securities transfer
* Identifying investment objectives
* Describing the characteristics, rewards, and risks of any particular security
* Meeting regulatory compliance standards
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Must act as a bridge between the company and its current market and future markets.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Help management in forthcoming products and discuss on special promotions.
* Review their own performance and aim at exceeding their targets.
* Record sales and order informationand report the same to the sales department.
* Provide accurate feedback on future buying trends to their respective employers.

**PERSONAL STRENGTHS:**

* **Honest and hard working.**
* **Have ability to work as a unit.**
* **Have tendency to give best at work.**

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of Institution** | **Year of passing** | **Percentage** |
| **MBA (MARKETING)** | **ALEXANDER COLLEGE** | **2013** | **80%** |
| **B.COM (COMPUTERS)** | **ALPHORES DEGREE COLLEGE** | **2011** | **65%** |
| **INTERMEDIATE (C.E.C)** | **PRBM JUNIOR COLLEGE** | **2008** | **62.5%** |
| **S.S.C** | **VIDYA VIKAS HIGH SCHOOL** | **2006** | **70%** |

**COMPUTER SKILLS:**

Operating Systems : Windows 2000, 2003 & Windows-XP

Languages : DBMS & HTML

Internet Technology : Familiar with essentials.

**PERSONAL DETAILS:**

**D.O.B** : 18 Dec 1990

**Nationality** : Indian

**Religion** : Islam

**Marital status** : single

**Mother Tongue** : Urdu.

**Languages Known :** English, Hindi, Telugu, Arabic and Urdu.

**PASSPORT DETAILS:**

**Date of Issue :** 17-07-2012

**Date of expiry :**16-07-2022

**HOBBIES:**

* Fitness Workouts
* Reading books
* Playing Cricket

**DECLERATION:**

**I here by affirm that the information above given by me is true and correct to the best of my knowledge and looking forward for a chance to work in your organization.**