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| |  | | --- | | untitled.JPG  Contact Information   * [**Habib.379882@2freemail.com**](mailto:Habib.379882@2freemail.com)   **Languages:**  **English,**  **Arabic(intermediate)**  **,Hindi ,**  **Urdu and Punjabi**  Achievements   * **Best sales administration certificate as “Sales Admin“ at rhythm general trading of mobiles and laptops Ajman UAE** * **Excellent performance “ Advertiser” at Comp Smart** |   Qualification  2016 –2020 **Bachelors Arts**  (**continue – online**)  Virtual University Lahore , Pakistan    **Higher Secondary School Certificate (**Business+Commerce **)**  Intermediate & Secondary Education, Lahore (2007-2009)  **Secondary School Certificate (**Science**)**  Board of Intermediate & Secondary Education, Lahore(2004-2006)  **Personal Details:**  Religion: Islam  Nationality: Pakistani  Date of Birth: April 27, 1989  Place of Birth: Lahore – Pakistan  Marital Status: Single  .  **Computer Skills:**  **Foundation Computer Application 2009**  **institute of Career Development, Lahore. (certified) Pakistan.**  **Details:**  Windows, Microsoft Office, Hardware Assembling, Software Installation, Networking Essentials, Optimized searching, E-mail writing, Google and other Applications skills | |  | | --- | | Habib | | Summary | | I am seeking a challenging position, which will allow me to pursue my career goals. These goals are to research, analyze and apply the latest trends, techniques & standards of administration and business marketing, which will assist the organization in achieving its goals. My basic desire is a long term career with optimum growth. I would like to join an organization where I am allowed to contribute my experience and expertise in certain fields of administration and business marketing. This objective would be supported by my qualification, in addition to the experience and multi-lingual command. |  |  | | --- | | Work Experience | | mobile-internet-icon-clip-art_csp14985329.jpgRhythm mobile phones/laptops General trading and repairing services Ajman UAE: (2016 -2017)\_  Working in rhythm Rhythm mobile phones/laptops General trading and repairing services as “Sales administrator “.  **Responsibilities:**  . Sales Administrator  Demonstrated and explained products, and services such as (Iphones,samsung,laptops,Ipads,mobiles [accessories](http://uk.accessorize.com/uk/accessorize-sale/accessories-and-shoes))to persuade customers to buy or utilize services. Identified interested and qualified customers in order to provide them with additional information. Sold products being promoted and kept record of sales.   * Marketing of all products to achieve the sales target. * Developing & implementing various sales strategies in co-ordination with product management team * Providing feedback of competitor product to the product management team * Training the customer about the product & handling customer complaints * Arrangement of displays * Updating stock position and following up of deliveries. Reporting to sales manager   logo-small.png  Sales & marketing :  **Subi Trd Free Zone ,Ajman UAE (General Trading Import Export) (2015-2016)**   * Subi trade is a company based on import garments such as (bed sheets, towels, ladies bridal suits) from Pakistan to UAE and given as wholesales to other garments’ shops in UAE, I worked as “**Team leader of sales &Marketing agents”** .   **Responsibilities:**  **i** worked as “**Team leader of Sales &Marketing Agents** “ as my responsibilities   * planning; * sales * advertising; * public relations; * product development; * distribution; * Research.   **Office admin for Sales& Marketing  Nov. 11 – Jul. 14**  **Comp Smart Technologies, Lahore ,PAKISTAN (computer and mobiles** [**accessories**](http://uk.accessorize.com/uk/accessorize-sale/accessories-and-shoes)**)**    **Responsibilities:** Comp Smart Technologies was an international call center, based on telemarketing. My duty was to supervise and manage the office of outbound project. It was also my duty to verify the customer’s information, to make confirmation calls and submit the daily sales to sales manager. I was also liable to make salary sheet with commission report as per sales record on weekly basis and forward it to accounts.  **Admin Assistant of Lahore office** download.jpg **Nov. 09 – Oct. 11**  **Royal Media Network (Private) Limited, Lahore ,PAKISTAN**  download.jpg  **Responsibilities:**  Royal news is a well known media house of Pakistan. I was an administration block of head office. My primary duty was to assist admin manager in daily tasks and schedule the activities of admin section.    **Admin of Business sales accounts**  **Nov. 08 – Oct. 09 Zarghoon International (Private) Limited, Lahore.**  **Responsibilities :**  Zarghoon International was a family owned business. I was appointed in admin section to collect and record all the business transactions in its head office. My duty was to manage the company’s records like Receiving & Processing of Orders and Checking of Budget Expense Bills and other documents. |  |  |  |  | | --- | --- | --- | | Skils | | | | Professional | Personal | | Collaboration Teamwork Leadership Mentoring Negotiation Conflict Management Project Management Productive Meeting Management | Communication Skills.  Technical Competency. ...  Work Ethic. ...  Flexibility. ...  Determination and Persistence. ...  Ability to Work in Harmony with Co-Workers. ...  Eager and Willing to Add to Their Knowledge Base and Skills. | |