

MALIK [REDACTED] (Sales and Marketing Professional)

Dubai, UAE E: malik.382304@2freel.com

PROFESSIONAL SUMMARY

Highly effective management professional emphasizing innovation and creativity in solving complex problems. Energetic and results-focused with success in developing and leading diverse teams to achieve outstanding results. Seasoned Operations Manager who excels at streamlining operations to decrease costs and promote organizational efficiency.



PROFESSIONAL SKILLS

- 50 WPM typing speed
- Flexible
- Team building
- Filing and data archiving
- Excellent communication skills
- Articulate and well-spoken
- Employee training and development
- Budgeting and forecasting
- Customer service-orientated
- Excellent planner and coordinator
- Advanced clerical knowledge
- Professional phone etiquette
- Database management
- Qualified Computer Office Assistant
- Project planning and development
- Results-orientated

ACHIEVEMENTS

- Top Producer for two consecutive years
- High Manpower Award for 3 quarters
- Letter of appreciation from CEO of EFU Life Assurance
- Break company's previous sales records

WORK HISTORY

Business Development Executive
(Freelancer)
Dubai, UAE.

RBS Accounting and Auditing
Deals with VAT registrations and VAT returns filing
Jan 2018 to Onward

- Dealing with small businesses and corporate sector
- New Client FTA VAT Registration
- Book keeping and financial reports
- Making close bonding with existing customers to get new leads and business
- Solve clients queries on call or making visits
- Dealing with POS hardware and software

Operation Manager

Al Marial Trading
(Deals with Domestic and Commercial Water Filter products)
August 2017 to Dec 2017

Dubai, UAE

- Supervised a team of 8 Sales Consultants.
- Set weekly goals for 8 outside representatives.
- Reduced average contract expenses by 30% through aggressive negotiations with vendors.
- Established operational objectives and work plans and delegated assignments to subordinate managers.
- Managed and recorded all leads from outbound telephone marketing.
- Answered customers' questions regarding products, prices and availability.
- Wrote sales contracts for orders obtained and submitted orders for processing.
- Completed 20 daily cold calls, with an average customer conversion rate of 80%.
- Completed company leadership training program.

Sales Executive

Al Marial Trading
(Deals with Domestic and Commercial Water Filter products)

Dubai, UAE

Mar 2016 to August 2017

- Prioritized daily workflows, including all inbound calls, quotes and sales-related inquiries.
- Achieved over AED 22,000 in new business during the 2nd quarter.
- Emphasized product features based on analysis of customers' needs.
- Recorded prospect contact information in database
- Communicated sales promotions to customers to grow average customer account size by 40%.
- Exceeded targeted sales goals by 60 %.
- Maintained friendly and professional customer interactions at all times.

Executive Sales Consultant

EFU Life Assurance
(No 1 Top Leading insurance Company like Al Naboodah Insurance Company)

Attock, Pakistan

Sep 2008 to Feb 2016

- Calculated premiums and established payment methods for sales.
- Identified and solicited sales prospects in agency databases.
- Met with an average of 5 – 7 walk-in policyholders to address and resolve complaints.
- Evaluated leads obtained through direct referrals, lead databases and cold calling.
- Met with 10 existing and prospective clients each week to select appropriate insurance policies.
- Finalized sales and collected necessary deposits.
- Collected all premiums on or before effective date of coverage.
- Negotiated new and renewal production goals with Unit manager.
- Met with prospective customers and business owners in their homes, businesses and other settings.
- Followed up with customers on unresolved issues.
- Conducted annual reviews of existing policies to update information.

EDUCATION

BS.Cs

Comsat Institute of Information Technology

Attock, Pakistan

Intermediate

Federal Board of Intermediate and Secondary Education

Islamabad, Pakistan

TRAININGS & WORK SHOPS

- MS Office Strong grip on all applications
- Coral Draw Strong grip on commands, and done many projects as Freelancer P/T.
- Adobe Photoshop Strong grip on commands, and done many projects as Freelancer P/T.
- Auto CAD Passed trainings and internship
- DBMS Passed trainings and internship with Pakistan Army complex
- All Plan Passed trainings and internship
- In page Strong grip on commands
- CCNA Passed trainings and done projects as freelancer
- OSHA Passed trainings and internship with Pak Army Private Projects
- IOSH Passed trainings and internship with Pak Army Private Projects
- JCATS Passed trainings and internship with Pakistan Army

PERSONAL

Nationality : Pakistani
Languages : Punjabi, Urdu, Hindko, English
Visa Status : Visit Visa Expires on 29 July, 2018
Will take new 90 days visa and do exit from Oman on 28 july.

Malik '
Marketing Professional