

**Farhan**

***Sales Executive***

**PERSONAL DETAILS**

***Date of Birth: 16th December 1990***

***Visa Status: 19th OCT 2019***

***Driving License: GCC License***

***Email:*** [***farhan-393251@2freemail.com***](mailto:farhan-393251@2freemail.com)

**CAREER OBJECTIVE**

**A proven Business Development professional aspiring for a challenging and dynamic career in a reputed organization where I can utilize my technical and interpersonal skills to enhance the productivity and profitability with innovation and commitment, integrity, persistence and a competitive spirit have underscored employment and academic success where meeting deadlines, achieving goals and using measured judgment have been crucial to delivering results. A commitment to learning, willingness to seek information and independent work habit has served to produce well-defined research, create superior reports and communication to a high professional level. Reputation as a “quiet achiever” reflects the capacity to pursue business objectives, maintain, focus and partner with others to meet a common goal. Possess spirited optimism, self-discipline and a work ethic that transcends the nine - to five boundaries.**

***ACADEMIC & PROFESSIONAL DEVELOPMENT***

* **Graduation – Bachelors in Commerce**
  + ***Punjab Collage Of Commerce ,Gujranwala***
* **Intermediate**
  + ***Punjab College Of Commerce, Gujranwala***
* **Proficiency in languages:**
  + ***Excellent verbal and written communication skills in English. Have frequently given presentations at a large audience.***
  + ***English, Urdu, Punjabi and Arabic***

***Core Competencies***

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| **Awareness of Industry &** | **Influence, Negotiation** | **Identifying & Qualifying** | **Prospects Needs** |
| **Competition** | **Persuasion & Overcome** | **Leads** | **Assessment** |
|  | **Resistance** |  |  |
| **Communication &** | **Research & Market** | **Computer Skills** | **Business Intelligence** |
| **Interpersonal Skills** | **Analysis** |  |  |
| **Drive & Dependability,** | **Stress, Tolerance &** | **Integrity & Self** | **Customer Service** |
| **Diversity Sensitivity** | **Flexibility** | **Development** | **Orientation & Client** |
|  |  |  | **Management** |

***Professional Experience***

**Riyadh, Saudi Arabia *july 2015 to 2018***

***Designation: Sales Executive***

***Major Duties include*:**

* + **Maintaining good relationships with the company’s customers through regular Phone**
* **contact, e-mails or personal contacts.**
  + **Identifying and assessing a client’s critical needs.**
  + **Presenting business proposals to prospective clients.**
  + **Attending Walk-in Clients.**
* **Maintaining tight budget to control over expenditures.**
  + **Keeping the clients updated with new trends of the market.**
  + **Built a strong connection between the current market and the futures market with their prospective companies.**
  + **Generating new business and meeting strict deadlines.**
  + **Records the sales and the other information.**
  + **Acting as a contact between a company and it's existing and potential clients.**
  + **Negotiating the terms of an agreement while closing deals**

**Saudi Arabia**

**OrganizationType:**

**Inretail industry for over 50 years now and operates in the western region Jeddah and Yanbu**

**Designation:**

**Cashier Supervisor**

**Tenure:**

**May 2011 toJuly 2014**

**Reportingto:**

**Store Manager**

**Duties & Responsibilities**

**Oversee cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies.**



**Welcome customers, provide assistance and respond to their concerns. Manage customer transactions both cash and card payments.**



**Train newly hired cashiers on accounting procedures and company policies. Supervise checkout stations on regular basis.**



**Manage store operations in the absence of**



**Store Manager. Maintain the checkout area**



**clean, safe and organized.**



**Evaluate performance of cash associates and provide feedback. Ensure customer transactions are processed promptly and accurately. Generate cash related documents and account reports.**



**Ensure cash associates follow accounting policies, safety procedures and customer service standards. Identify and communicate any accounting related issues to management promptly.**

**Ensure that merchandise are properly displayed, stocked and labeled.**

**(Largest Pakistan Telecom Provider) *jan 2019 to june 2019***

***Designation: Sales Executive***

***Major Duties Include:***

* **Scheduling appointments and visiting existing customers to review product needs and determining other opportunities.**
* **Playing an integral role in new business pitches and hold responsibility for the effective on-boarding of new clients.**
* **Responsible for the development and achievement of sales the direct and indirect channels.**
* **Focusing on growing and developing existing clients together with new generating business**
* **Act as the key interface between the customer and relevant department**
* **Providing product quotes as required**
* **Continuously updating customers n product changes and modifications**
* **Providing solutions to customers problems**
* **Liaising between customers and the company for up-to-date status of service, pricing and new product release launches.**
* **Preparing reports for marketing, sales and keep expense in the account.**
* **Closely liaising with the marketing team about campaigns.**
* **Collecting and communicating customers’ requirements to all necessary departments.**

**Reference**

**It will be furnished on demand.**

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