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| **AKBAR** **E-mail:** akbar-397530@gulfjobseeker.com Availability:ONE MONTH NOTICE**LMV Driving License**  |

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| **CAREER OBJECTIVES** |
| To be associated with and to progress continuously by accepting higher responsibilities and challenges. Looking towards your assignment wherein I can utilize my skills to achieve the set targets, organizational goals and results thereof. Currently looking for a suitable position with a reputable and ambitious company.  |

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| **EDUCATIONAL QUALIFICATION** |
| * [Matriculationfrom Education Board of Pakistan with ComputerScience – 2008 ]
* [Intermediate from Sindh Intermediate board 2010]
* [Bachelor of Commerce Karachi University]
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| **WORK SUMMARY** |
| Brand Ambassador April 2019 –Till Day**Duties and Responsibilities*** Floor Performance Re-ordering process for promotions
* On shelf product Management Stock Management
* Inventory Management Communication with staff on the floor
* Responding to incoming email and phone enquiries
* Cold calling to arrange meetings with potential customers to prospect for new business
* Checking the quantities of goods on display and in stock
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| **HUAWEI TELECOM (DUBAI)**Brand Ambassador July 2017 –May 2019**Duties and Responsibilities*** Listening to customer requirements and presenting appropriately to make a sale
* Maintaining and developing relationships with existing customers via calls and emails
* Responding to incoming email and phone enquiries
* Negotiating the terms of an agreement and closing sales
* Gathering market and customer information
* Representing their company at trade exhibitions, events and demonstrations
* Negotiating on price, costs, delivery and specifications with buyers
* Checking the quantities of goods on display and in stock
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| **NOOR AL NAHAR ELECTRONICS (SHARJHA)**Accountant Cum PurchaserDecember 2012 –May 2017**Duties and Responsibilities:*** Representing their company at trade exhibitions, events and demonstrations
* Negotiating on price, costs, delivery and specifications with buyers
* Checking the quantities of goods on display and in stock
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| **KEY SKILLS & COMPETENCIES** |
| * Excellent communication skills and networking power with good interpersonal skills.
* Strong negotiation power.
* Enthusiastic, self-motivated, active with excellent soft skills.
* Great ability to develop business with networking skills.
* Customer Focused.
* Strong IT knowledge.
* Pleasing personality and convincing traits.
* Ability to handle offensive costumers.
* Excellent Communication skills in English, Arabic, Hindi and Urdu.
* Proven ability to undertake position of responsibility and leadership.
* Enthusiastic and ambitious to achieve career goals
* **Having Valid UAE LMV Driving License [DL NO #3868371]**
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| **MAJOR RESPONSIBILITIES** |
| * Handling day to day Accounts
* Serving Customer
* Sales Analysis
* Merchandising
* Stock management
* Demonstrating/Presenting Products promotions
* Petty cash Management & cash book Reconciliation
* Making Purchase Order
* Preparing Schedules
* Inventory Control
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| **PERSONAL DETAILS** |
| * Date of Birth : 4th April 1989
* Nationality : Pakistani
* Gender : Male
* Visa Status : Employment
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| **LANGUAGES** |
| * ENGLISH
* ARABIC
* URDU
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I declare that information given above is true to the best of my knowledge. I would be proud to be associated with your esteemed organization which I am sure would prove with a positive results.

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AKBAR