**Gulfjobseeker.com CV No:** **1274334**

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**SUMMARY**

A highly motivated and results oriented individual who has five years of experience in leading and developing a successful team. Having skills and ability to handle complex assignments effectively & possessing the confidence to work as a part of team or independently

**PROFESSIONAL EXPERIENCE**

**SALES & MARKETING COORDINATOR**  **Feb 2013 – Present**

***F & J Construction and General Order Suppliers***

* Coordinate the activities of sales & marketing, including tracking and reporting.
* Building and Keeping Business to Business and Business to Client Relations.
* Planning and Coordinating Activities for smooth, effective and efficient results.
* In charge of managing and supporting the team.
* Indentifying and pursuing potential customers
* Negotiating Contracts
* Establishing new business contacts
* Attending trade exhibitions, conferences and meetings

**SALES EXECUTIVE** **June 2010- Dec 2012**

***Telenor Pakistan***

* Organize sales visits
* Demonstrating/presenting products to customer
* Maintaining accurate records
* Reviewing sales performance

**RELATIONSHIP OFFICER Sep 2007- Dec 2009**

***Dubai Islamic Bank Pakistan Ltd***

* Develop and implement sales activities.
* Resolve customer complaints on sales and service.
* Ensure all task assigned to team are completed

**EDUCATION**

MBA-PROJECT MANAGEMENT **Mar-2012**

***Federal Urdu University of Arts, Science & Technology***

BACHELORS IN INFORMATION TECHNOLOGY **Aug-2007**

***Allama Iqbal Open University***

**SKILLS**

***COMMUNICATION***

* Good communication skills gained from giving presentations at seminars, issuing clear and concise instructions to group members
* Dealing with customers and clients tactfully and diplomatically.
* Working on team projects during the work employment has involved different roles, which have developed my negotiation and persuasiveness skills.

***TEAM WORK***

* Involved in several major group projects at university where success was dependent on motivation and management of widely management of widely differing individuals. Was team leader for one project in particular
* Experience of working within a team based group projects during the studies and at work employment. Involved planning, organization, co-ordination and commitment

***PROBLEM SOLVING***

* Developed strong analytical and diagnostic skills during the education and work employment
* Have overcome various technical problems relating to accounting software as part of my degree

***IT SKILLS***

* Good working knowledge of all Microsoft office packages - Word, Excel, & PowerPoint.
* Regular user of internet for research and leisure
* Little bit knowledge of Accounting software like peach tree, tally

***LANGUAGE***

Fluent in English, Urdu, Hindi, Punjabi, Pushto

REFERENCES

*Available on request*.