**Gulfjobseeker.com CV No:** **1303746**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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CAREER OBJECTIVE

To serve in a progressive organization in **Sales and Marketing** offering job satisfaction, a challenging work environment and vast opportunities for career development.

ACADEMIC EDUCATION

 **(D.A.E) Punjab Board of Technical Education Lahore (Pakistan)****(2007-2010)**

**(MATICULATION) BISE, Bahawalpur(Pakistan) (2005-2007)**

EMPLOYMENT HISTORY

***PEPSI COLA MULTAN.(Pvt)Ltd.***

Job Position**: Sales and Marketing MAY 23, 2011-MAR 21, 2014**

### Jobs Descriptions:

* Summarizing & Recording of Receipts / Payments vouchers on daily basis.
* Good Knowledge of Import Documentation
* Maintain Update Record of daily Production and issuance.
* Keep records of customer interactions and transactions.

***PERSONAL STRENGTHS***

# 2Year Experience as a Sales Executive in Pepsi Cola (Pvt) Ltd.

# Confidence in interaction and communication at all levels including cross-culturally

# (Various backgrounds, social and cultural)

# Problem solving and conflict resolution

# Sound management skills

# Presentation, Organization and Negotiation Skills

# Smart, fast learner, customer focused and stable under pressure

# Fluency in oral and written English communication skills

# Pro-active, hardworking, flexible, team player, self-reliant and efficient minded with an eye for innovation and productivity

* Skilled at managing multiple projects with a sense of urgency and strong attention to detail.
* Skillful in diagnosing, understanding & handling staff / clients’ needs or wants and resolving their issues with ease.

PROFESSIONAL TRAININGS

* Communication & team building
* Sales and Customer Service Training
* Customer Service & Self-Correspondence
* Sales strategies and Marketing Training

ADDITIONAL SKILLS AND EXPERIENCE

**COMPUTER SKILLS**

* Computer Software and Hardware installation.
* Microsoft Office (Microsoft word, Excel, PowerPoint)
* Computer Applications & Programming’s.
* Internet Browsing and surfing.
* Windows installation & Trouble Shooting.
* Computer Software and Hardware

COMPUTERIZED ACCOUNTING

* Peachtree
* Tally
* QuickBooks

NETWORKS*:*

* Windows based Server Management System,
* Router and Switch Administration

**OPERATING SYSTEM*:***

* Microsoft Windows 2000, XP, Vista, windows 7, windows 8.

General

* Excellent Communication and Writing Skills
* Ability to work well in diverse groups and environment
* Ability to meet deadlines.
* Ability to lead teams and converge focus of diversified members to achieve common goals.
* Ability to operate all software’s and fixed the hardware

INTERESTS

* Web Browsing, Exploring Software, Exploring Market, Movies, games, Public Relation..

LANGUAGE SKILLS

* English, Urdu, Punjabi, Sariki, Sindhi & Hindi

PERSONAL DETAILS

* Marital Status : SINGLE
* Nationality : Pakistani
* Date of Birth : 15-07-1992

**I hereby certify that the above information’s are true and correct to the best of my knowledge and belief.**