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**CAREER OBJECTIVE**

To work hard with a dynamic organization that provides an opportunity to contribute to my skills and abilities in accomplishing the organization as well as personal goals**.**

**WORK EXPERIENCE**

**SONERI BANK LIMITED MULTAN**

**Sales Representative (DURATION: OCT 2012 TO May 2014)**

**COMPANY INTRODUCTION:**

Soneri Bank Limited is Engaged in banking services, and operates 118 branches, including 4 Islamic

Banking branches in Pakistan. The bank operates in 4 segments: Corporate Finance, Trading and

Sales, retail banking and commercial banking.

**Duties & Responsibilities**

* Advise the customer fully about the product.
* Visiting potential customers to demonstrate products and gain new customers.
* Gathering market and customer’s information.
* Listening to customer requirements and presenting appropriately to make a sale.

 **SIDDIQUE ENTERPRISER LIMITED MULTAN**

 **Accounts Manager (DURATION: Jan 2008 TO NOV 2010)**

**COMPANY INTRODUCITON:**

Siddique Enterprise LTD. Is a garments based company that import and export ladies Scarf, Shawls,

 Strolls, Duppata, Abaya and Baju Korang to Saudi Arabia and Malaysia.

**Duties & Responsibilities**

* Generate sales for a portfolio of accounts and reach the company's sales target.
* Manage and solve conflicts with clients.
* Interact and coordinate with the sales team and other staff members in other departments working on the same account.
* Establish budgets with the client and company.
* Meet time deadlines for accounts.

 **STONEAGE JEANS CO.**

 **CUSTOMER SERVICES (DURATION: March 2006 TO SEP 2007)**

**COMPANY INTRODUCITON:**

 Stoneage is a brand identified by its progressive, cutting edge borderline funk that has been

 Inspired by the growing need for an urban youth trend movement. Design with an edgy creativity

 While focusing on modern lines and sleek fits. Each and every item out of our denim/casual- wear

 Collection has been designed and tailored with the confident sassy young men and women of

 Today in mind.

**Duties & Responsibilities**

* Handling Problems.
* Assisting in Sales.
* Clerical Tasks.
* Dealing with any queries or complaints
* Making sure sales target are met.
* Serving Customers
* Ordering, managing and taking out stock.
* Helping with promotion.
* Overseeing deliveries.

 **KEY STRENGTHS**

**Management Skills**

* Organization skills, customer service orientation and ability to prioritize workload.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Self-motivated, quick learner, initiative, high level of energy.
* Decision making, critical thinking and planning.
* Tolerant and flexible to different situations.
* Adaptability and ability to work under pressure.
* Communication and interpersonal skills.
* Quality to influence the behavior of others.

**Language Skills**

* Ability to communicate fluently in English, Urdu and Hindi

**Computer Skills**

**Hardware Professional Skills**

* Computer assembling and maintenance.
* Troubleshooting hardware and software problems.
* Installing and configuring the peripherals, components and drivers.
* Installation software and application to user standards.
* Configuring and troubleshooting desktops and laptops.
* Excellent troubleshooting skills in complex software and hardware problems.
* Installed Hard disks, CD drives, Sound cards, CPU, Memory, Power supply unit, Network cards, Graphic cards, Hard disk controller card on PC systems.

**Network Administration Skills**

* Managing and Maintaining the PC’s, Routers and Switches.
* Backup Management, Reporting and Recovery.
* Disaster Recovery.
* Virus Protection and Eradication.
* Configuring and troubleshooting Microsoft Outlook.
* Created and deployed desktop images using system restore tools in Microsoft Windows 7, 8 and 8.1.

**Additional Computer Networking Skills**

* Operating Systems: All Microsoft Windows OS.
* Office Package: Microsoft Office, Microsoft Excel, Microsoft Word and Microsoft Outlook.
* Extensive knowledge of Operating Systems like XP, 2007/NT/Vista/7/8 and 8.1.

**Functional Environment**

* Accounts, Sales and Marketing, Cashier and I.T Assistance.

**ACADEMIC QUALIFICATION**

* Bahauddin Zikariya University Multan Pakistan. Graduation (B.COM) year of completion (2010)
* Punjab Group of Collages (BISE Multan) I.COM (Commerce) year of completion (2008)
* BISE Multan Matriculation (Science) Year of completion (2005)

**PROFESSIONAL QUALIFICATION**

* Diploma Certificate in CCNA (Cisco Certified Network associate)
* IELTS (International English Languages Testing System) British Council Pakistan
* Major skills; Listening, Speaking, Reading & Writing