 

**Qaisar
Contact: +971505891826
Email:** **qaisar.376606@2freemail.com**

**Visa Status: Visit**

**CAREEROBJECTIVE:**

I am seeking a Career in a progressive and dynamic organization where I can use my skills and potential to assist in achieving company’s goals. I enjoy meeting targets, reaching solutions, dynamic environment and working with people and technology.

**CAREERS AND PROFILE SKILLS**

* Deals with customer ethically
* Have the ability to make marketing strategies, target market, market segmentation.
* Strong motivational, commitment, dedication skills for work to add a value to company.
* Strong organizational, managerial, problem solving, interpersonal and negotiable skills.
* Confidently able to work independently or in a team to deal effectively employees.
* Fair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.
* Using of ms office with excellent.
* Proper grip on oracle accounting software.
* Handle all accounts matters of any organization with properly.
* Entertained walk in customers as well as on call inquiries.
* Attract new customers for company’s brand.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Amir Rice Traders Millers and Exporters**

**Tenure:**  **Nov 2014 – Dec.2017**

**Designations:** **Sales and Marketing Manager**

**Responsibilities:**

* Deals with the dealers to manage the sales of the organization.
* Providing the promotional material to increase the sales of the organization.
* Providing the sales offers and commissions to dealers.
* Preparing targets for the dealers to achieve incentives on completion.
* Making the agreements with the customers and satisfy them to invest in the business.
* Providing them the complete information about the company and product.
* Plays the role of intermediary between dealers and top management.
* Checking the ledger of the parties and manage the payment schedules.
* Provide promotional material to the customer to visit again with bundle of thanks.
* Taking feedback from the dealers to improve the quality and sales structure.

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**Organization:** **United Bank Limited**

**Tenure:**  **July 2013 – Oct 2013**

**Designations:** **Internee**

**Responsibilities:**

* Involvement in the activation of branch dormant accounts
* Clearing of cheques and providing information about bank loans
* providing information about accounts opening and filling forms
* Dealing with old and new customers
* Filling of deposit slips

**ACADEMIC EDUCATION:**

 **EXAMINING BODY:**

* **Bachelor of commerce (Hons)** University Of the Punjab
* **Diploma in commerce** Punjab Board of Technical Education, Lahore

**CERTIFICATION/ ADDITIONAL SKILLS:**

* Accounting Software (oracle)
* MS Office (MS Excel, MS Word and MS Power Point)
* Certificate in intermediate and advance levels of MS office from University of the Punjab
* Member of **Sports Society** at University of the Punjab
* Member of **Event Management Society** at University of the Punjab
* Executive Member of **Debating Society** at University of the Punjab

**PERSONAL INFORMATION:**

**Date of Birth** : 11/02/1993

**Reference :** Will be furnished on demand.