Talat

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Career Objective : To persue a challenging career in a dynamic organization

where I can utilize my skills and experience to grow in professional career.

EXPERIENCE

050 Telecom - Corporate Sales Executive ​ August 2016- Sep 2017

Job Description

 Deliver as wide range of Du products and services to clients as possible, in order

to optimize profits.

​ Build up new business communications, prepare proposals for corporate clients.

 Effectively meet deadlines, achieve targets and work under pressure.

 Sustained sound relationship with existing clients, fulfill client requirements

Through close contact.

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Direct Information System(Etisalat UAE) - Sales Executive August 2015 - April 2016

Job Description

 Dealing in Etisalat products i.e Postpaid connection, broadband and mobile phones etc.

 Focus on corporate clients and SMB channal.

 Generate sales leads from visiting customers.

 Achieving assigned targets.

 Providing after sales services to clients

Mobilink GSM - Business Development Officer ​ August 2012 - Feb 2015

Job Description

 Performing Sales of Postpaid connections.

 Focus on Corporate Customers, SME.

 Creating & maintaining rapport with individual & corporate clients.

 Providing services to customers and resolving their quries.

 BIS (Blackberry Internet Service) configuration.

 Teamwork for achieving the required targets

Supra Enterprises - Customer Service Officer ​April 2010- August 2012

Job Description

 Prepare cases for visa

 Guide the customers

 Prepare the plan for travelling

 Sort-out the problems regarding issues in visa availability

Allied Bank Ltd - Internee ​ July 2009 – Sep 2009

Learning

 General banking concepts,

 C learing of Cheques,

 Reconciliation, TT & DD

EDUCATION

B.com​​​​ 2007-2009

University of Punjab

F.Sc​

Govt Degree College Kahuta​ ​ 2004-2006

.KEY SKILLS

 Business development

 Customer Service

 Sales and Marketing

 Communication skills

 Team Player

 Computer skills (MS Office, Internet etc)

Languages Fluent in:

 English

 Urdu

 Hindi

Training and Certification

 Attended Training session on “Time & Stress Management” at Mobilink Learning

Center.

 Attended Training on “Effictive Team Building” at Mobilink Learning Center.