**ADAN**

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**OBJECTIVE**

To find a challenging position and work in a growth oriented environment to meet my competencies, capabilities, skills, education and experience.

**PROFESSIONAL EXPERIENCE**

**Jan 2018 - May 2018**

**Relationship Manager/ Wealth Advisor**

**Damac Properties**

**Duties & Responsibilities:**

• call clients/leads generated from Damac stands all over Dubai.

• confirm with the clients if they are interested in any property.

• fix up the client meetings and showcase them the properties.

• achieve the targets assigned every month with MTD (meetings to date).

• currently have achieved sales worth upto AED 4.7 million.

**Nov 2015–July 2017**

 **Business Development Executive/Telesales**

**4 link – Channel Partner of Du Telecom**

**Duties & Responsibilities:**

• Lead generating prospective customers via telephone or approaching them through emails.

• Proposing them the different business plans and handsets offered by Du.

• Fixing an appointment for a face-to-face meeting.

• Regularly do follow-ups.

• Updating the sales pipeline tracker as well as the customer database.

• Achieve the monthly/quarterly sales target.

• Close the lead and bring all the relevant documents for order submission.

• Solve the customer queries and provide them with excellent after-sales service.



**April 2013 – September 2015**

**Business Consultant Executive**

**Amaal Group- Channel Partner of DU Telecom (subsidiary of Belhasa International)**

**Duties & Responsibilities:**

• Cold calling prospective customers via telephone or approaching them through emails.

• Proposing them the different business plans and handsets offered by Du.

• Fixing an appointment for a face-to-face meeting.

• Regularly do follow-ups.

• Updating the sales pipeline tracker as well as the customer database.

• Achieve the monthly/quarterly sales target.

• Close the lead and bring all the relevant documents for order submission.

• Solve the customer queries and provide them with excellent after-sales service.

 **March 2011- March 2013**

**Store In-charge/Assistant Supervisor**

**Galadari Ice Cream (Baskin Robbins) Company LLC. Dubai, U.A.E**

**•** Maintain day to day to sales

• Do random outlet checkings to see whether they comply with the standards of the hygiene as per the UAE Muncipality standards

• Train new recruited staff and keep track of the sales each outlet is doing assigned under you

**May 2006- Sept 2008**

**Personal Banker Consultant/Customer Service Officer at the Royal Bank of Scotland**

**(formerly ABN AMRO) Karachi, Pakistan**

**•** Opening new client current and saving accounts

• Maintain client relationship

• Solve client issues as required

• Provide the best customer service as possible

• Achive the monthly target as given.

**LANGUAGES**

English

Urdu

**SKILLS & EXPERTISE**

* Excellent written and verbal skills
* Good sales skills: determined and consistent in achieving sales target
* Confident and dedicated
* Good knowledge of MS Office including Outlook
* Good typing skills

**EDUCATION**

**Preston University, Karachi, Pakistan**

* Bachelors of Business Administration (BBA)- Majors in Marketing/Finance

(2008- Present)

**South shore School for A-Levels, Karachi, Pakistan**

* A-levels in 2006

**The Hampton School, Karachi, Pakistan**

* O-levels in 2004

**EXTRA COURSE**

Princeton Review, Karachi, Pakistan

* TOEFL in 2008

**TRAINING**

* Internship from ABN AMRO Pakistan in 2006
* Basic Food Hygiene Training from Apex Food Consultants, Dubai, U.A.E
* GHT Food Manager Course from the Sharjah Food Safety Program.

**INTERESTS**

* Playing sports such as cricket and basketball
* Listening to music
* Surfing the net
* Playing video games

**PERSONAL INFORMATION**

Nationality: Pakistani

Resident of: United Arab Emirates

Date of Birth: 15th September 1985

Religion: Christianity

Marital Status: Single

**REFERENCE**

Will be furnished on request