Waqas (OWN VISA)

Sharjah-UAE 

Email: [waqas-395569@gulfjobseeker.com](mailto:waqas-395569@gulfjobseeker.com)

Career Objectives

Willing to work in highly competitive environment and have dedication for challenging jobs. Highly motivated to build bright carrier through personal efforts and struggle in innovative esteemed organizations

Core Competence

* Sale and Marketing management
* Accounts
* Administration

Work Experience

U.A.E

(EXIBHITOR/CASHIER)

DURATION: 31 NOV 2018 - CONT...

Collect money from the customer in the form of electronic money or cash for the purchased goods.

Responsible for handling of cash and credit card transactions

Perform various customer service duties

Responsible for ensuring prompt assistance to customers in store

Handle a high volume of face to face customer interaction.

Other job requirements included pricing, stocking and aesthetic appeal.

Maintain general building hygiene during my opening or closing shifts.

RENT A CAR, SHARJAH U.A.E

(CAR RENTAL AGENT CUM ASSISTANT ACCOUNTANT)

Duration: (JULY 2015 – SEP 2018)

Job Responsibilities:

* Receive payment by cash, cheque, credit card
* Keep recode of car maintenance and keeping all cars service done.
* Deposits drawing cheque and cash in the banks, and paying phone and Etisalat bills etc
* Dealing all work related to Tasheel and Labor office as well (like renewal of cars/insurance etc)
* Receiving and delivering car to the customers
* Makin and keeping records of Check in and check out during car return and delivery
* Making agreement RA and updating opening and closing RA on speed corporate 6.0 and emirated vehichle gate
* Handling all the cash transaction
* Checking daily cash accounts
* Calculating and checking to make sure payments, amounts and records are correct
* Managing petty cash transactions
* Making cheque payment voucher, receipt voucher, petty cash and making invoices daily and month basis.
* Creating and maintaining filing systems
* Answering telephone calls
* Maintaining the vehicle maintenance record
* Making daily and monthly invoices
* Making bank reconciliation

(Sales Executive)

Duration: 23 sep 2014 – july 2015 (1 year)

Responsibilities:

* Listening to customer requirements and presenting appropriately to make a sale
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails
* Cold calling to arrange meetings with potential customers to prospect for new business
* Responding to incoming email and phone enquiries
* Acting as a contact between a company and its existing and potential markets
* Negotiating the terms of an agreement and closing sales
* Gathering market and customer information
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Challenging any objections with a view to getting the customer to buy
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system
* Making accurate, rapid cost calculations and providing customers with quotations

Suzuki Dealership , Pakistan

(Customer relation Officer CRO)

Duration: May 2012 to Oct 2013 (1.5 Years)

Responsibilities

* Communicating with clients prior to their course and recording all correspondence
* Receiving and welcoming all customers
* Obtain customer information, Compiling the record of client Information and updating all the record on CRM
* Customers correspondence
* Promptly and accurately process customers’ orders and inquiries (including major Quotes, Invoicing, and phone calls and updating all inquiries and sales on CRM
* Updating all records of walk in and telephonic inquiries updating on system and Making Cold Calls to each inquiries
* Managing incoming and outgoing mails
* Preparing Monthly Sales Activities report
* Utilizing social networking opportunities to facilitate sales and increase brand awareness
* Assisting with promotional events
* Attending and presenting at trade shows and school fairs
* Supporting the Sales Manager and the Marketing Manager in all aspects of their work
* Confirming all appointments with the customers

Achievements

* Certified Customer Relation Officer by Pak Suzuki Motors
* promotion to CRO from Sales Executive during my Job at Suzuki Dealership
* other Sales and Services

Trainings

* Training of Customer Relation Management system
* Six month internship in Milat Tractor Limited as a Assistant HR Officer Pakistan

Academic Records

BBA-H (Bachelor in Business Administration)

University of Management and Technology (UMT), Pakistan

Higher Secondary Certificate (H.S.C)

BISE GRW, Pakistan

Secondary School Certificate (S.S.C)

BISE GRW, Pakistan

Technical Qualification

* Know Work accounts related work
* Window installation
* Tally ERP 9 Peachtree (Accounting software)
* Knowledge about computer
* MS office operator

Co-Curricular Activities

* Listening to music and reading books.
* Making new friends and social circle.

Personal Strengths

* Able to work and interact with peoples of different nations.
* Willingness to learn at each level.
* Good convincing power.
* Capability of maintaining good interpersonal relations.

Personal Details

Date of Birth : 10 July 1987

Languages Known : English, Urdu, and Hindi

Marital Status : Single

Sex : Male

Visa Status : Employment Visa (valid up to 2 FEB 2020)

Driving License : UAE driving License holder (Auto Gear)