

Adnan Javaid

Sales Executive / Administrative Assistant

To apply my sales and administrative skills to support a dynamic team and contribute to the efficient operation of the organization. I am seeking a career-oriented company where I can continuously develop myself while working towards the achievement of the company's objectives



✉ adnanjr1@gmail.com

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📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Sales Representative

Sultan Motors

10/2020 - Present

Rawalpindi, Pakistan

Achievements/Tasks

- Responsible for selling a wide range of vehicles to customers.
- Guiding customers to selecting the right vehicle to meet their needs, providing test drives, and addressing questions.
- Understanding of various car models, enabling me to convey detailed information, compare features, and facilitate customers' decision-making processes.

Sales Representative

Sheikh Javaid & Sons

06/2015 - 08/2020

Rawalpindi, Pakistan

Achievements/Tasks

- Greeted and assisted customers in a friendly and welcoming manner, enhancing their shopping experience and ensuring satisfaction.
- Maintained an organised sales floor and ensured product displays were visually appealing to customers.
- Informed customers about ongoing promotions, discounts, and special offers, encouraging increased sale.
- Worked on Point of Sale (POS) system, handling cash and credit card payments.

Stock Keeper & Administrative Assistant

Oil & Gas Solution Private Limited

05/2014 - 03/2015

Rawalpindi, Pakistan

Achievements/Tasks

- Inventory Management in MS Excel Sheets.
- Conducted regular stock checks, maintained accurate records.
- Duties included organising documents, scheduling meetings, and handling correspondence, contributing to the efficient functioning of the department.

EDUCATION

Intermediate In Commerce (I.COM)

Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan

2009

Rawalpindi, Pakistan

Matriculation In General Studies

Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan

2007

Rawalpindi, Pakistan

SKILLS

MS Office Applications

General Sales

Customer Relationship Management

Retail Sales

Document Organisation

Team Contribution

Team Player

Sales Target

CERTIFICATES

Certificate In Computer Applications (2022)

MS Word, MS Excel, PowerPoint & Preparation of Documentations

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS / HOBBIES

Cricket

Football

Driving

Reading Books

Internet Exploring

Social Networking