

# BILAL AHMAD

Sales Executive , Office Assistant , Data Entry Operator.



Highly organized and accomplished sales executive well-versed in monitoring market conditions and retail changes to promote [Product or Service] options to customers. Gifted in building connections, demonstrating products and maintaining consistent sales. Persuasive negotiator with forward-thinking and performance-oriented nature. Dependable Office assistant with good supply management, recordkeeping and schedule coordination skills dedicated to keeping professionals focused and prepared for daily requirements. Produce business correspondence, detailed reports and useful spreadsheets using diverse software programs and technical skills. Respectful, punctual and hardworking.

## Work History

**14-FEB-2018  
TO  
02-DEC-2023**

### Sales Executive

#### CONTINENTAL PHARMA PVT LTD.

- Analyzed past sales data and team performance to develop realistic sales goals.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Developed and presented valuable sales presentations to potential customers to highlight features and benefits of products.
- Managed over 20 customer calls per day and increased sales by 10% monthly.

### Sale Promotions Specialist

#### MARTIN DOW PHARMA PVT LTD.

**MAY 2017  
TO  
APL- 2018**

- Increased sales by effectively communicating product benefits.
- Maintained clean, organized and professional work

## Contact.

### Address

Deira, Dubai, UAE 00000

### Call WhatsApp

058 143 9972

### E-mail

bilal9741363@gmail.com

## Skills

Relationship building and management



Microsoft Office



Product promotions



Multi-line phone proficiency



Mail handling



## Languages

English



Excellent

Hindi



Excellent

Urdu



Excellent

environment.

- Monitored customer preferences to determine focus of sales efforts.
- Organized and stocked merchandise to keep necessary levels for sales demand.
- Developed and executed promotional campaigns to drive brand awareness and sales.

**2015-2017**

### **Office Assistant and Data Entry Operator**

#### **KHALID DISTRIBUTOR PESHAWAR.**

- Delivered clerical support by handling range of routine and special requirements.
- Interacted with customers by phone, email, or in-person to provide information.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Managed daily data entry and kept clerical information accurate and up-to-date.
- Maintained and updated office records, both digital and physical.

## **Education**

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**2012-2014**

### **Bachelor Of Arts**

University of Peshawar - Peshawar

## **Certifications**

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**2015**

Ms. Office