

Ehtisham Aslam

- United Arab Emirates - Dubai ☎ +971 54 239 1853 ✉ saimwali59@gmail.com
🌐 <https://www.linkedin.com/in/ehitisham-aslam-1452a7298/>

OBJECTIVE

Dynamic and results-oriented professional with a proven track record in sales and administrative support, seeking a challenging role as a Sales cum Admin Officer. Leveraging 7 years of experience in sales, customer relationship management, and office administration, I aim to drive sales growth while ensuring seamless administrative operations within the organization. Dedicated to providing exceptional customer service, streamlining processes, and maximizing efficiency, I am committed to contributing to the success and profitability of the company.

PROFESSIONAL SUMMARY

- Proficient in managing sales pipelines, cultivating client relationships, and exceeding revenue targets.
- Adept at prioritizing tasks to meet deadlines & adapt to changing priorities in a fast-paced environment.
- Managing office logistics, including inventory management and procurement.
- Coordinating schedules, appointments, and travel arrangements for team members
- Committed to contributing to the success of the organization by leveraging sales expertise and administrative efficiency.

EDUCATION & TRAINING

- **Diploma in Marketing & Sales** | Punjab Skills Development C | Pakistan | 01/2015 – 12/2015
- **Intermediate of Science** | Board of Intermediate of Faisalabad | Pakistan | 01/2012 – 12/2014
- **Metric** | Board of Intermediate of Faisalabad | Pakistan | 01/2011 – 12/2012

Certifications

- **Certificate in MS Office from Softel Lahore Pakistan**

SKILLS

Client relationship management	Office administration	Office logistics	Customer service orientation
Lead generation	Administrative support	Travel arrangements	Leadership qualities
Revenue growth	Calendar management	File organization	Decision-making skills
Closing deals	Meeting coordination	Communication skills	Industry knowledge
Negotiation skills	Document management	Time management	Product knowledge
Customer acquisition	Correspondence handling	Attention to detail	Market research
Territory management	Data entry	Problem-solving abilities	Competitive analysis
Cold calling	Inventory management	Organizational skills	CRM software proficiency
Client retention	Procurement	Adaptability	Business-to-business (B2B) sales
Sales metrics	Record keeping	Teamwork	Business-to-customer (B2C) sale

WORK EXPERIENCE

Sales Cum Admin Officer

Al Juwaif Line Transport LLC | Oman | 04/2023 – 01/2024

- Responsible for sales management, including lead generation, client acquisition, and revenue growth initiatives.
- Provided administrative support by managing office logistics, scheduling appointments & handling correspondence.
- Collaborated with cross-functional teams to streamline processes and improve efficiency.
- Led sales efforts to exceed revenue targets and drive business growth.
- Assisted in administrative tasks such as document management, data entry, and inventory control.
- Communicated effectively with clients to address inquiries, resolve issues, and maintain strong relationships.

Sales Supervisor

Rahim Super Store | Lahore | Pakistan | 01/2017 – 01/2023

- Managed day-to-day sales operations, including customer inquiries, order processing & inventory management.
- Cultivated strong relationships with key clients and negotiated contracts to secure long-term partnerships.
- Lead & motivate a team of sales representatives to achieve sales targets & deliver exceptional customer service.
- Develop and implement sales strategies to identify new business opportunities and expand the client base.
- Analyze sales data and market trends to drive informed decision-making and optimize sales performance.
- Conduct regular performance evaluations, provide coaching and training, and recognize top performers.

ACHIEVEMENTS

- Implemented sales strategies resulting in a 20% increase in monthly sales revenue at Al Juwaif Line.
- consecutive 4 years top seller at ***Rahim Super Store*** Lahore , Pakistan.

Languages

- English
- Hindi
- Urdu

REFERENCES

Available on Request