



Engr. Zahir Ud Din

MORE THAN 8 YEARS OF EXPERIENCE, Al Ain Abu Dhabi U.A.E

Contact: 00971589385058, 00971559705585

Email: engr.zahiruddin@gmail.co

CAREER OBJECTIVE:

Motivated and Enthusiastic Sale/Marketing Manager Offering Hands-on Experience in the Areas of Sales and Marketing Management, Sales Pitching and Customers Service. Possess a Rich Mix of Knowledge Creating, Implementing Strategic Sales and Marketing Program for Gaining needed Business Goals.

CAREER PROFILE/SKILLS:

- The skills to work both independently and as part of a team
- Sales Management
- Polymers
- Plastic Additives
- Price Forecasting
- A Positive, confident and determined approach
- Computing, engineering and technology (for technical Sales)
- Business, management and marketing
- Research the market and related products
- Customer Service Skills/Management/Team Building
- Decision Making Capability
- Ability To Follow Direction
- Accounting (Focus, Tally ERP)
- Budget Controller , Accounting and Book keeping
- Web & Graphic Designing (html , CSS , JavaScript ,Adobe Photoshop , Corel Draw , Illustrator)
- Microsoft Office (Excel , Word , PowerPoint , Outlook, Access)

PROFESSIONAL WORK EXPERIENCE:

Organization: **Al Salam Plastic Factory Al Ain UAE (Leading Plastic Factory)**

Tenure: **Oct - 2017 – till Now**

Designation: **Sales / Marketing Manager**

Responsibilities:

- Created and launched several sales and marketing campaigns that improved company's direct sales by 40%
- Coordinating marketing strategies with the sales, financial, public relations, and production departments.
- Evaluating and optimizing marketing and pricing strategies.
- Preparing and presenting quarterly and annual reports to senior management.
- Responsible for management of Sale department.
- Develop clear and effective written proposals/quotations for current and prospective customers.
- Prepares Sales status and Collections reports.
- Researches sources for developing prospective customers. Responds to incoming email and phone sales inquiries.
- Establishes, develops and maintains business relationships with current and prospective customers in the assigned territory to generate sales of different products.
- Arrange daily operations, especially sales, customer service and finance activities.
- Undertake sales, marketing and promotional design work as directed and required.

Organization: Corvit Systems (IT Leading Company)

Tenure: Aug 2015 – SEP 2017

Designation: Office Administrator



Responsibilities:

- Organized and self-motivated Office Administrator responsible for providing administrative support to our office personnel. As an office administrator's role working closely with our leadership team by handling clerical duties, coordinating calendars and organizing meetings.
- Welcoming visitors and directing them to the relevant office/personnel.
- Coordinating and managing appointments and meetings
- Keep record on office supplies and place orders when necessary
- performs general office duties, order supplies, file, mail processing distribution, maintaining records management database system

EDUCATION QUALIFICATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
Computer Systems Engineering	University Of Engineering & Technology Peshawar	2016

CERTIFICATION/ ADDITIONAL SKILLS:

- CCNA (R & S) (with CISCO ID CSC013132208)
- MCSE 2012 (Server Infrastructure)
- CCTV Camera

Languages Skill:

- English fluently
- Urdu & Hindi fluently
- Arabic fluently

PERSONAL INFORMATION:

- **Passport No** : ES7791671
- **Marital Status** : Married
- **Date of Birth** : 20 / 08 / 1992
- **Nationality** : Pakistan
- **Present Address** : New Industrial Area Al Ain Abu Dhabi U.A.E

DRIVING LICENSE DETAILS:

- License No: 2508281
- Date Of Issue: 24.10.2019
- Expiry Date: 19.10.2026
- Place Of Issue : Abu Dhabi
- Category: Light Vehicle

REFERENCE:

Reference will be furnished on demand