



## Contact

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### Address

Deira , Dubai , UAE

## Education

**Board of intermediate & secondary education, Gujranwala Intermediate**

**Al mujahid model high school. Sialkot Pakistan Matriculation**

## Personal Details

**Nationality Pakistani**

**Date of Birth 05/11/1989**

**Marital Status Married**

**Visa Status Visit visa**

# HAROON JAVED

Over 15 years of successful experience in retail sales and semi Govt. Association on with a reputation for meeting the most challenging organizations in retail and manage overall sales and business growth with handling systematic process to manage business process data and cash handling of counter.

## Experience

### Gold Mine Introduction Services (Dubai)

(Currently Working)

### Sales Representative

Working as a sales Representative in Gold Mine International Services -Dubai

**Sep 2019 – June 2022**

**(3 years)**

BISSCONNI BY ISMAIL INDUSTRY, SIALKOT, PAKISTAN

### SALE REPRESENTATIVE

- Serves customers by selling products and meeting customer needs.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports,
- Weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new
- Products, delivery schedules, and merchandising techniques.
- Recommends changes in products, service, and policy by evaluating results and competitive
- Developments.

**Aug 2018 - Sep 2019**

**(1 year)**

Zeen by Cambridge \_ V Mall Sialkot Cant, PAKISTAN

### Manager

- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Identifies current and future customer requirements by establishing rapport with potential and

## Expertise

- High Skill and knowledge of Retail Software POS and its operation.
- Knowledge of computers and database/word processing software.
- Knowledge of standard office equipment and procedures.
- Knowledge & skill to manage outlet individually with effective services.

## Languages

- English
- Urdu
- Punjabi

- Actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories. Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.
- Markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios.

**June 2015 – June 2018**

**(3 years)**

Almirah Junaid Jamshaid,  
LAHORE, PAKISTAN

### Trainee Manager

- Protects employees and customers by providing a safe and clean store environment.
- Maintains the stability and reputation of the store by complying with legal requirements.
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Contributes to team effort by accomplishing related results as needed.
- Sound on retail system with all provided options, having astonishing command on Point Of Sale (POS)

**Apr. 2008 to June 2015**

**(7 years)**

Pakistan Hosiery Manufacturers & Exporters Association. Sialkot

### Computer operator

- Documents problems and actions by completing production logs.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Organizes documents; prepares and codes data for entry into computer system.
- Enters data into system via on-line terminals and other data entry devices; verifies for accuracy and completeness.
- Investigates and reconciles any discrepancies in files.
- Answers phone; screens calls; responds to any inquiries or transfers call to appropriate office or individual; composes correspondence in response to inquiries.

## Strength & Qualities

A bright, talented and hard-working individual with friendly personality and the ability to work as part of a team. I am a quick learner and highly motivated person when it comes to work and have good communication and listening skills.