

# Hafiz Muhammad Mutayyib Alvi



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## CAREER OBJECTIVE:

Detail-oriented and efficient, able to encourage staff and form strong relationships, with strengths in candidate training. Team leader with knowledge of professional reporting. Experienced in managing a diverse team of people, skilled in both project and time management

## CAREER PROFILE/SKILLS:

- Fluent English Communication
- Client Relationship Management
- Inventory Management Expertise

## PROFESSIONAL WORK EXPERIENCE:

Organization: **Silver Star Electronics - UAE**  
Tenure: **17thOct2023 – 18thNov 2023**  
Designation: **Senior Sales Executive**

### Responsibilities:

- Managed UAE-wide sales for technical equipment and support.
- Responded to online queries and conducted 150-200 cold calls daily.
- Handled key clients like Emirates, Emar Group, and Danube Group.
- Negotiated with vendors for brands like HP, Dell, Lenovo, Apple, Asus, and Samsung.
- Maintained profit margins through effective supplier negotiations.
- Engaged UAE national clients, making 200 calls daily.
- Explored LinkedIn for business opportunities and approached potential clients.
- Certified gold partner with HP, Dell, Lenovo, Cisco, and Samsung.
- Targeted corporate sectors for business expansion.
- Completed Sales Specialist course at Poly.

Organization: **Zue Pvt LTD**  
Tenure: **June 2022– August 2023**  
Designation: **Account Executive**

### Responsibilities:

- I excel in cold calling and lead generation, securing 4 to 6 leads daily through 200+ day calls.
- Upselling experience, I transitioned seamlessly into managing inventory and optimizing order coordination.
- Leveraging my adaptability, I streamlined inventory operations by coordinating effectively with vendors.
- My communication skills and attention to detail ensured precise inventory management.
- Throughout my career, I maintained a customer-centric approach, prioritizing client satisfaction roles.
- I consistently delivered results, from lead generation and upselling to efficient inventory management.
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**Achievement:**

- Achieved a daily average of 250 cleared orders in inventory management.

**Organization:** [IF Condition Business Tower](#)

**Tenure:** 2019 –2022

**Designation:** **Team Lead**

**Responsibilities:**

- Between 2019 and 2021 I advanced from the role of a Quran teacher to that of Team lead at If condition business tower Successfully overseeing the team and coordinating instructional activities with precision.
- In 2021, as a Team lead, I oversaw team and performance and guided teachers in instructional activities.
- I excelled in supervising the team's performance and supporting teachers in instructional tasks.
- My responsibilities included conducting regular team training sessions to enhance skills sets and adapt to evolving industry trends, ensuring the team remained competitive and up-to-date.

**Achievements:**

- Led a high-performing team at If Condition Business Tower in 2021, achieving a notable 35% increase in project efficiency through strategic resource allocation and streamlined workflows. Contributing significantly to the company's success.

**Organization:** [Tranzum Courier Service](#)

**Tenure:** 2017 – 2018

**Designation:** **Data Processing Officer**

**Responsibilities:**

- As a Data Processing Officer (DPO) from 2017 to 2018, I managed and processed data effectively to maintain accurate records and facilitate smooth operations.
- During my tenure, I meticulously organized and maintained large volumes of data, ensuring data integrity.
- I successfully transitioned from Data entry operator (DEO) to a DPO, demonstrating my ability to take on more responsibility and effectively manage data-related tasks.
- I played a key role in improving data processing workflows, resulting in a 20% reduction in processing times.
- As a DPO, I collaborated with cross-functional teams to standardize data management procedures.
- I consistently met tight deadlines and upheld data security protocols, which were critical to maintaining the confidentiality accuracy of sensitive information at Tranzum courier service.

**Achievements:**

- Efficiently reduced data processing errors by 30% and boosted operational efficiency by 25% during my roles as Data processing Officer at Tranzum Courier Service 2017 to 2018.

## ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Hafiz-UI-Quran	Wafaq-UI-Madaris Islamabad	2008
Matriculation	Government of Sindh secondary Education Board	2014
Intermediate	Board of Intermediate Education Karachi	2018

## CERTIFICATION/ ADDITIONAL SKILLS:

- MS Office
- MS Excel
- Oral and Written English Communication skills
- Excellent System Handling and Typing Speed

## PERSONAL INFORMATION:

Father's Name : Muhammad Aqeel Alvi  
Date of Birth : Feb/17/1997