



HAMZA ASFAQ

Sales Executive

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OBJECTIVE

1.5+ year of experience as Sales Executive and Administrative. Learns from challenges and mistakes. Always ready to learn new skills. Seeking a challenging position in better environment to make a valuable contribution with a devoted and trustworthy attitude.

SKILLS

Decision Making	Strong Interpersonal Skill	Customer Management	Negotiation Skills
Microsoft Excel	Microsoft Word	Microsoft Access	Excel Macros
Excel Pivot Table	Sales Management	Time Management	Microsoft Office
Problem Solving	Self-Motivated	Strong Verbal Communication	Customer Service

WORK EXPERIENCE

Sales Executive Electronics Mart India Ltd.	02/2023 - 03/2024
<ul style="list-style-type: none">Understand the customer needs, budget and negotiate the price with the customer and close the better deals.Created and maintain the departmental and organizational database using Microsoft Office.Responds to customer complaints and enquiries face to face, over the phone, via email effectively and ensure customer satisfaction.Follow up with existing customers to review current product services and expand sales opportunities.Prepared documentation and reports for particular sales and operational meetings.	
Administrative Electronics Mart India Ltd.	08/2022 - 02/2023
<ul style="list-style-type: none">Managed and coordinated multiple daily office operations, prepared cost analysis, and completed detailed reports to ensure data accuracy.Maintained accounts payable, employee benefits, inventory and invoicing records accurately.Created and updated spreadsheet and presentation for weekly, monthly, and quarterly updates to upper management.Prepared reports, maintain tracking system and processed client billing properly.Reviewed and handled confidential documents and files, assisted in payroll management for employees and coordinated meetings.	

EDUCATION

Bachelor of Technology (Computer Science)	06/2022
IIMT College of Engineering	Greater Noida, India

ACHIEVEMENTS

<ul style="list-style-type: none">Participated in Debate competition and secured 1st position in college fest (2018)Participated in One Act group event and secured 1st position in college fest (2018)	
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PERSONAL DETAILS

Gender:	Male
Religion:	Islam
DOB:	01/07/1999
Marital Status:	Single
Languages:	English, Hindi, Urdu
Passport No. & Nationality:	VO764455, Indian
Passport Issue/expire date:	26-07-2021 / 25-07-2031