



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 Own 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 (Bussiness Bay square.Dubai)
(Currently Working)

STOCK BROKER

Working as a stock broker in Gold Mine Introduction Servies -
Dubai

Sep 2019 – June 2023

(3 years)

BISSCONNI BY ISMAIL INDUSTRY, SIALKOT, PAKISTAN

SALES 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)

Zeem 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.