

RESUME

Apt # 403, Al Shoaibi Towers, Al Nahda,
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House # B-IV-656, Haideri Street, Muslim
Town Rawalpindi, Pakistan



JUNAID ARSHAD

PERSONAL INFO

Father's Name : Arshad Mehmood
Date of Birth : 23-05-1997
Marital Status : Single
Nationality : Pakistani
Domicile : Punjab (Rawalpindi)
Gender : Male
Nationality : Pakistani
Passport : **JF1914201**
Visit Status : **Visit Visa (Till at 10 Sep)**

ACADEMIC QUALIFICATIONS

DEGREE / CERTIFICATE	BOARD / UNIVERSITY
B.Com	AIOU, Isb
I.Com	AIOU, Isb
SSC (Science)	BISE Rwp

COMPUTER SKILLS

- Basic Computer Knowledge
- Internet Browsing

EXPERIENCE

- ❖ Worked as a **Merchandiser** at **Uni-lever Company (SPFS)** from July 2020 to 01 June 2023.

JOB RESPONSIBILITIES:

- Planning and developing merchandising strategies.
- Analyzing sales figures, market trends and customer behavior to determine product needs.
- Stocking sales floor shelves and creating attractive product displays.
- Determining the need for and implementing product promotions, price changes, mark downs, clear outs, etc.
- Ensuring retail staffs are well informed on product details and promotions.

- Maintaining and tracking inventory.
- Liaising between customer and company.
- Forecasting sales and profits.
- Managing budgets.

❖ 01 year worked experience as a **Sales Officer** at **Afzal Electronics GQ Garments**, Islamabad.

JOB RESPONSIBILITIES:

- Assist sales manager with developing sales plans and action plans; develop new business leads; prepare and service customer accounts
- Implement and maintain sales tracking and monitoring systems
- Oversee the processes involved in closing business transactions with customers
- Perform competitive analysis, market research, and product assessment
- Conduct presentations, attend trade shows and events to promote products
- Develop and maintain cooperative selling relationships
- Maintain and update sales reports, budgets, and forecasts
- Manage and maintain sales inventory
- Analyze and report on sales performance and sales trends

❖ 01 year experience as a **Collector** at **Askari Bank**, Pakistan.

JOB RESPONSIBILITIES:

- Monitor accounts to identify outstanding debts
- Investigate historical data for each debt or bill
- Find and contact clients to ask about their overdue payments
- Take actions to encourage timely debt payments
- Process payments and refunds
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status

❖ 1.2 years' experience as a **Telecaller** in **All Star Company**, Pakistan.

JOB RESPONSIBILITIES:

- Initiating sales with potential customers over the phone.
- Asking inquiries to interact with customers and keep the speech communication going.
- Listening to the customers' has to generate repeat sales.
- Keeping up thus far on all products and informing customers of recent products.
- Answering customers' queries on the product.
- Meeting sales quotas.
- Excellent communication skills.

- Creative thinking skills.
- Good sales ability.
- Excellent social and drawback finding skills.

LANGUAGES

- English
- Urdu
- Punjabi

INTEREST & ACTIVITIES

- Reading informative books
- Internet surfing

REFERENCES

Will be furnished when required.
