

MUGTABA AHASAN

Sales Executive

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Abu- Shagarah - Sharjah



EXPERIENCE

Sales Executive

Green Square Electrical Equipment Trading L.L.C

06/2022 - Present Sharjah

- Achieved sales goals and service targets by cultivating and securing new customer relationships
- Product Demonstration: Demonstrated product features and benefits to help customers make informed choices
- Merchandising and Display: Organized sales stalls to showcase products attractively and maximize visibility
- Customer Relationship Building: Built relationships with customers to understand their needs and offer personalized recommendations
- Customer Engagement: Greeted and assisted customers, provided product information, and ensured product availability through restocking

Administrative Coordinator

Shah G Typing Center

01/2022 - 06/2022 Dubai

- Satwa * Worked closely with others to accomplish timely invoicing and accounts receivables
- Typing and word processing documents, such as letters, memos, reports and other correspondence and also formatting and editing documents to ensure accuracy and consistency
- Greeting customers and providing information about typing services, answering any questions they may have & providing exceptional customer service and addressing customer complaints or concerns
- Coordinated and scheduled meetings and appointments to keep organization running smoothly
- Govt. Technical Education and Vocational Training Authority (TEVTA) - D.G. Khan * IT

IT Instructor

Govt. Technical Education and Vocational Training Authority (TEVTA)

09/2019 - 11/2019 D.G.Khan

- Delivered engaging curriculum through diverse methods of classroom instruction, computer lab activities and online learning systems.
- Developed accurate course description and select high-quality learning materials to maintain consistency across different course sections.
- Set up computers and networking systems, delivering step-by-step instructions on basic use.
- Implemented projects to enhance computer science subject matter and help students grasp concepts.

SUMMARY

Results-driven Administration/Sales Executive skilled in consultative strategies, product merchandising, and maintaining high standards. Strong organizational acumen in both sales and administration. Committed to fostering customer loyalty and cultivating lasting relationships.

SKILLS

Public Speaking

Operations

Goals and Performance

System and Software

Professional demeanor

Problem Solving

Multi-tasking strength

Time management

Team player

LANGUAGES

Arabic

Advanced



English

Proficient



Urdu

Native



EXPERIENCE

Clerk & Computer Operator

Board of Intermediate Education

📅 06/2015 - 04/2018 📍 D.G.Khan

- Provided quality clerical support through email correspondence, and overseeing operation of office equipment
- Warehouse Management like Maintained meticulous records and files while overseeing stockroom withdrawals, ensuring seamless inventory control
- Stock-Related Tasks like Efficiently handled various stock-related duties, including item returns, packing and precise labeling of supplies
- Technical Inspection Coordination like facilitated and organized Technical Inspection meetings for the assessment of received items, such as printing materials, stationery and furniture, ensuring quality control and compliance
- Document and Record Managements like maintained comprehensive records of files, letters and company documents, including payments, emails, and reports from Technical and Grievance Committee contributing to efficient record-keeping and compliance

Office Administrator

Science Institute of Technology College

📅 06/2017 - 06/2019 📍 D.G.Khan

- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Office Organization like Implemented streamlined systems that enhanced office efficiency and organization.
- Administrative Support like managed calendars, coordinated meetings, and utilized office software for smooth daily operations.
- Communication and Coordination like Effectively communicated and collaborated with team members and external stakeholders, ensuring seamless office functions.
- Problem Solving like Demonstrated strong problem-solving skills, addressing challenges and making informed decisions to optimize office processes.

EDUCATION

BS-04 Years Information Technology

Bahauddin Zakariya University, Multan

📅 03/2011 - 06/2015