**Curriculum Vitae**

**PERSONAL INFORMATION**

**Muhammad Rashid**  
**Kohat, Pakistan**

**Email: bangashrashid839@gmail.com   
Date of Birth: March 15, 1998  
Place of Birth: Kohat, Pakistan**

**Passport No: HL9845811**  
**Gender: Male**

**Contact No:** 00971547129830

**Visa Status**: **Visit**

**OBJECTIVE**  
Determined and motivated salesman with a strong background in manufacturing and processing company seeking opportunity in a fast-growing company and help promote its products and services.

**PROFILE SUMMARY**

* Good Communication Skills
* Excellent in Gaining Commitments
* Adept in the use of MS Word and Excel
* Effective Cold Calling strategies  
    
  **EDUCATION**
* Bachelor of Business Administration  
  Kohat University of Science and Technology.
* Higher Secondary School Certificate (12th) Y-2018

Board of Intermediate and Secondary Education Kohat

* Secondary School Certificate (10th) Y-2016

Board of Intermediate and Secondary Education Kohat

* Diploma In Information Technology (DIT) Y-2018

Board of Technical & Professional Education

**EMPLOYMENT HISTORY**

**Direct Sales Representative, 2021**  
**Mayfair (Asian Foods Industries), Kohat Pakistan**  
**Responsibilities:**

* Resolved conflicts and negotiated mutually beneficial agreements between parties.
* Developed and grew leads through repeat business and customer referrals.
* Worked to build relationships with customers and built potential for additional sales.
* Asked open-ended questions to determine needs and assisted customers in selecting appropriate products.
* Carried out day-to-day duties accurately and efficiently.
* Participated in team-building activities to enhance working relationships.

**Sales Associate, Jan 2022–June2022**

**Royal Company, Kohat Pakistan**

• Provided the list of the stocks of local brands that were displayed.  
• Submitted daily reports about the sales and the new order of products.  
• Coordinated with the management of the warehouse to ensure the quality of Local products  
• Introduced the use of PowerPoint in the presentations during the seminar.  
• Conducted an internal audit and inventory of the products every third week of the month.

**Key Punching Officer, 2021**

**Mayfair, Kohat Pakistan**

* Productive Key Punching Officer
* Entered Numerical Data in databases with speed and accuracy using 10-key pad
* Monthly Claims
* Produced monthly reports with advanced Excel Spreadsheet Functions.

**RESEARCH**  
Online Advertising, Social networks and Influencer Marketing  
  
**TRAINING/CERTIFICATION**  
Training in Promotional Strategies

**AWARD**  
Wholesale Champion 3 times for the First Quarter, 2021

**PROFESSIONAL MEMBERSHIP**  
Association of Certified Sales Representatives  
  
**SKILLS**

* Handling Purchase Orders
* Cloud based software Expert
* Customer Relations Understanding
* Territory Development
* Product Displays
* Customer service
* Meeting sales goals
* Closing skills
* Negotiation
* Self-confidence
* Product knowledge
* Presentation skills
* Client relationships
* Motivation for sales
* Skilled in various selling strategies
* Strong motivation skills