

MUHAMMAD SABEEH FAROOQ

Salesman

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DUBAI

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☆ NATIONALITY (PAKISTANI)



OBJECTIVE

Dynamic and results-oriented Salesman with a proven track record of exceeding sales targets. Seeking a challenging position where I can utilize my excellent communication skills, persuasive abilities, and passion for customer satisfaction to drive revenue growth for the company.

EXPERIENCE

Office Administrator

AI Asmakh - A To Z Services

01/2022 - 12/2023 DOHA QATAR

- Coordinate office activities and operations to secure efficiency and compliance with company policies.
- Manage incoming calls, emails, and correspondence, directing inquiries to appropriate personnel and resolving issues promptly.
- Maintain electronic and hard copy filing systems, ensuring documentation and records are organized and accessible.
- Monitor office supplies inventory and place orders as necessary to maintain adequate stock levels.
- Handle accounts receivable and payable tasks, processing invoices and expense reports.

Salesman

Merge Recruitment Agency

2016 - 2018 Jeddah Saudi Arabia

- Assisted customers in selecting products that best met their needs and preferences.
- Processed sales transactions accurately and efficiently, handling cash, credit cards, and other payment methods.
- Maintained a clean and organized sales floor, ensuring a positive shopping experience for customers.
- Monitored inventory levels and communicated restocking needs to the management team.
- Participated in regular sales training sessions to stay updated on new products and sales techniques.
- Collaborated with team members to achieve store sales targets and foster a positive work environment.

Salesman

Optimum Global

2019 - 2021 Lahore Pakistan

- Exceeded Sales Targets:** Consistently surpassed monthly or quarterly sales targets set by the store management, demonstrating effectiveness in driving revenue.
Customer Retention Improvement: Implemented strategies that led to an increase in customer retention rates, such as personalized customer service, resolving complaints promptly, and building rapport with regular shoppers.
- Product Promotions Success:** Successfully promoted new products or special promotions, resulting in increased sales and heightened customer interest.
- Cross-Selling and Up-Selling:** Demonstrated proficiency in cross-selling and up-selling complementary products, contributing to higher average transaction values and increased profitability.
- Inventory Management:** Implemented efficient inventory management practices, resulting in reduced stock wastage, minimized out-of-stock situations, and improved product turnover.

SKILLS

Excellent communication and interpersonal skills

Strong negotiation and closing abilities

Proficient in Microsoft Office Suite and CRM software

Goal-oriented and self-motivated

Ability to work well independently and as part of a team

Fluent in multiple languages if applicable

Customer Service and Communication Skills

EDUCATION

High school Diploma

Lahore Grammar School

Lahore, Pakistan

Diploma in salesmanship

Modern Institute of Technology

Islamabad, Pakistan

ACHIEVEMENTS

Exceeding Sales Targets: Consistently meeting or surpassing sales targets set by the company, which demonstrates strong performance and effectiveness in driving revenue.

Customer Acquisition: Successfully acquiring new customers or accounts through prospecting, networking, and lead generation efforts, expanding the customer base and revenue streams.

Sales Growth Percentage: Achieving a substantial percentage increase in sales over a specific period compared to previous periods, indicating effective sales strategies and market expansion.

Effective Sales Strategies: Developing and implementing innovative sales strategies, campaigns, or initiatives that result in increased customer engagement, brand awareness, and sales conversions.