



MUHAMMAD SULEMAN

Sales&Marketing, customer services, Cashier

✉ suleman.ilahi7@gmail.com

☎ +971525108331

🏠 Dubai

📅 August 29, 1992

♂ Male

🇵🇰 Pakistani

🌐 [linkedin.com/in/muhammad-suleman-ilahi-6830aalab](https://www.linkedin.com/in/muhammad-suleman-ilahi-6830aalab)

➤ Own visa

SKILLS

Quick learner

enthusiastic

Self motivated

strategies

Accountant

Cash handling

Time Managment

achieve goal

problem solved

LANGUAGES

English

Hindi

Urdu

HOBBIES

■ Watching movies

■ documentary movie

■ Gardening

■ planting

PROFILE

Young & enthusiastic Sales cum customer service and cashier having more than 10 years of international experience in diverse industries of Pakistan. Zest for achieving excellence, thirst for learning & grooming as a professional and personal. Internal motivation to go beyond the call of duty to stand out from the crowd.

EMPLOYMENT

Distribution Officer

Jul 2019 – Sep 2022

Mobilink, Lahore

*As a Distribution Officer you will be responsible for devising sales plans and strategies to maximize product distribution and sales. This involves analyzing market trends. identifying target customer segments. and developing sales forecasts. You will collaborate with the sales team to implement these strategies, monitor their progress, and make necessary adjustments to achieve sales targets. By efficiently planning and executing sales initiatives, you contribute to the overall growth and success of the organization.

Sales Executive

Apr 2016 – Feb 2018

Telenor Pk, Lahore

* Achieved sale goals and service target by cultivating and securing new customers relationships.

* Increased revenue by implementing effective sales strategy on sales cycle process from prospecting leads through close.

* Researched sales opportunities and possible leads to exceed sales goals and Increase profits.

Accountant

Apr 2014 – Feb 2016

Telenor Pk, Lahore

*Complete daily cash functions like account tracking, payroll and wage allocations. budgeting. donating and cash and banking recollection.

* Documented cash, credit, fixed assets accrued expenses and line of credit transactions.

* Handled day-to-day accounting processes to drive financial accuracy.

Customer Service Representative

Mar 2012 – Apr 2013

Telenor Pk, Lahore

Telenor Pk, Lahore

* Offered advice and assistance to customers, paying attention to special needs or wants.

EDUCATION

Bachelor Of Arts

Allamah Iqbal Open University, Lahore

FA Humanities

Borad of Intermediate and Secondary Education , Lahore, Lahore, Lahore

Matriculation In Science

Borad of Intermediate and Secondary Education, Lahore, Lahore, Lahore

REFERENCES

References available upon request.