

CURRICULUM VITAE

MUHAMMAD TAYYAB KLEEM

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Summary

Highly motivated and customer-focused professional with 2 years of experience in the transportation industry. Proven track record in sales, client engagement, and market analysis. Adept at working in multicultural environments and committed to delivering exceptional service. Seeking to leverage my skills in a Sales Executive role to drive business growth and build strong client relationships.

Experience

<u>Organization Name</u>	ABDUL RAHMAN AHMAD TRANSPORT LLC
<u>Organization Type</u>	Transportation & Logistics
<u>Location</u>	Dubai - UAE
<u>Designation</u>	Sales Officer
<u>Joining Date</u>	November 2022 - Currently Working

Job Responsibilities

- Developed and implemented a system for tracking daily shipments and reporting to management, enhancing operational efficiency.
- Coordinated and monitored supply chain operations, ensuring timely and accurate delivery of services.
- Engaged with customers to understand their needs, provided exceptional service, and resolved issues promptly.
- Managed repair and maintenance reports for the company's fleet of trucks, ensuring timely servicing and minimizing downtime.
- Prepared shipping documents, ensured compliance with regulations, and maintained accurate logs of shipment data.
- Supported drivers with paperwork, and compliance requirements, including Gate Passes and Road Permits.
- Communicated effectively with customers, suppliers, and transport companies to facilitate smooth operations and build relationships.

PREFERRED SKILLS

- Excellent Communication & Negotiation
- Market Research & Client Engagement
- Data Organization & Reporting
- Customer Service
- Adaptability:
- Proficient in MS Excel & Transport Management Software

EDUCATION

- **BS Banking & Finance:** **2018-2022** Virtual University of Pakistan
- **F.Sc (Pre Engineering):** **2016-2018** Board of Intermediate & Secondary
Education Faisalabad
- **Matriculation (Science):** **2014-2016** Board of Intermediate & Secondary
Education Faisalabad

PERSONAL PROFILE

Full Name	:	Muhammad Tayyab Kleem
Date of Birth	:	4 September 2000
Nationality	:	Pakistani
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English & Basic Arabic
Visa Status	:	Employment Visa
Driving License	:	In Process

TIME OFFS

- I am keeping myself up to date with current affairs and international developments.
- Book reading (autobiographies, novels, history).
- Sports & Watching movies
- Fiverr Projects

REFERENCE

Available upon Demand