



Muhammad Waqas Khan

Nationality: Pakistani

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Home: Saniya Alain Abu Dhabi

ABOUT ME

To succeed in an environment of growth and excellence to earn a job which provides me job satisfaction, self-development and help me to achieve personal as well as organizational goals.

WORK EXPERIENCE

Housekeeping Attendant

Oct/2023 – Present

Transgurad company LLC (UAE) at Alain Rotna (Alain Abu Dhabi)

- Cleaning and maintaining guest rooms, including making beds, dusting furniture, vacuuming carpets, and emptying trash bins.
- Ensuring that bathrooms are cleaned thoroughly, including scrubbing sinks, toilets, and showers, replenishing toiletries, and changing towels as needed.
- Changing bed linens, towels, and other linens, and ensuring that they are properly laundered, folded, and stored.
- Replenishing guest room amenities such as toiletries, drinking glasses, coffee supplies, and stationery.
- Cleaning and maintaining public areas such as lobbies, corridors, elevators, and lounges to ensure they are tidy and presentable.
- Emptying trash containers in guest rooms, public areas, and other designated areas, and disposing of waste in accordance with established procedures.
- Notifying maintenance staff or supervisors about any maintenance or repair issues observed during cleaning duties.
- Reporting any lost items found in guest rooms or public areas and following established procedures for handling lost and found items.

Sales promotion officer

Apr/2019 – Mar/2023

Himont pharmaceutical Lahore Pakistan

- Create and implement sales promotion strategies to increase product/service awareness, drive sales, and achieve targets.
- Plan, organize, and execute promotional campaigns, including advertising, special events, and sales promotions both online and offline.
- Conduct market research to identify consumer trends, preferences, and competitors' activities to inform sales promotion strategies.
- Work closely with the marketing team to integrate sales promotion activities with overall marketing strategies and initiatives.
- Manage budgets allocated for sales promotion activities, ensuring cost-effectiveness and maximum ROI.
- Coordinate with the sales team to align sales promotion activities with sales objectives and provide necessary support to achieve targets.
- Create promotional materials such as flyers, brochures, banners, and online ads to support promotional campaigns.
- Monitor the performance of sales promotion activities, track key metrics, and analyze results to evaluate effectiveness and make recommendations for improvement.

- Identify potential clients or customers through various means such as cold calling, networking, attending events, or utilizing digital marketing channels.
- Develop and maintain strong relationships with existing and potential clients/customers to understand their needs and preferences.
- Have a deep understanding of the products or services offered by the company to effectively communicate their features, advantages, and benefits to clients/customers.
- Conduct sales presentations or demonstrations to showcase the company's offerings and persuade potential clients/customers to make a purchase.
- Negotiate terms of sales agreements and contracts, including pricing, delivery, and payment terms, to reach mutually beneficial agreements for both the company and the client/customer.
- Close sales deals by effectively addressing any concerns or objections raised by clients/customers and guiding them through the purchasing process.
- Work towards achieving or exceeding sales targets and quotas set by the company, through proactive selling efforts and effective sales strategies.

SKILLS

- Communication
- Leadership
- Problem solving
- Project management
- Time management
- Teamwork
- Active listening
- Critical thinking

EDUCATION

- **Intermediate (Facility Arts)** **2015**
Mardan Pakistan

CERTIFICATE

- **Basic information technology (03 Months)** **2012**
Super Teach institute of computer science

LANGUAGE

Urdu

English

Personal Information

Father Name: Sarfraz khan
Religion: Muslim
Nationality: Pakistani
CNIC: 37405-2495341-1
Passport No: Wp4133412
Marital Status: Single