



Muhammad Haroon

Sales Executive

Knowledgeable and professional Sales executive with 4 years of experience. Looking for a challenging position as a Sales Executive that will allow me to utilize my excellent communication and organizational skills, strong planning and problem solving

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📍 Dubai, UAE

📅 19 July, 1996

WORK EXPERIENCE

Sales Executive & Trainer

Career Trun Training and Skills Development, Dubai UAE

10/2021 - Present

Tasks

- Meeting with clients virtually or during sales visits. Identifies business opportunities by identifying prospects and evaluating their position
- Actively seeking out new sales opportunities through cold calling, networking and social media
- Setting up meetings with potential clients and listening to their wishes and concerns
- Plan Lessons According to Curriculum Standards. Monitor Student Progress Through Adminstrating Assignments, Quizzes, and Tests

HR & Trainer

Hussain Public School, Rawalpindi Pakistan

12/2019 - 05/2021

Tasks

- Executive and administrative support
- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Office and supply maintenance. Calendar management
- Database and records management. Greeting Customers and helping them

Sales Assistant & Admin

Bestway Holding, Islamabad Pakistan

02/2015 - 10/2018

Tasks

- Meeting and greeting clients. Booking meetings. Conducting market research to identify selling possibilities and evaluate customer needs
- Using IT systems to draft letters, E-mails, Reports and Newsletters
- Software installation and maintenance Keeping the reception area tidy

EDUCATION

Intermediate (Pre Eng.)

Liaquat Ali Degree College, Rawalpind Pakistan

07/2012 - 05/2014

PROFESSIONAL SKILLS

Communication Skills

MS Excel

Management

Access

MS PowerPoint

Sales & Marketing

MS Word

MS Outlook

Programming

PERSONAL PROJECTS

Audio Product Identification for Blinds

- Gives the audio description of products along with price and location android application

Login And Menu Page in SAP

- Startup menu page with different options and links

Video Animation and Content Creator

- Creating original and creative content, Adaptability to different writing styles, Computer literacy and familiarity with graphics software

ACHIEVEMENTS

Front Office Short Course

C++ Programming language

MS Office Certification

Spoken English

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Reading

Marketing

FootBall

Traveling