

MUHAMMAD SALMAN

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Results-focused and highly motivated sales professional with 9 years of experience in B2B and B2C segmentation, known for successfully cultivating relationships with all level decision-makers and for consistently achieving sales goals. My aim is to obtain a position where my knowledge & skills can be utilized as well as enhanced. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams.

WORK EXPERIENCE

01-2023 – 11-2023 Sales & Marketing Manager Right Zone Travel & Tourism L.L.C. DUBAI (UAE)

- Assist corporate online clients for U.A.E Visit & Freelance Visa and Australia Visit Visa details.
- Develop collaboration professional relationship through clear and effective communication with customers.
- Provide excellent customer services by going above and beyond for clients to consolidate brand loyalty.
- Maintain accurate customer documentation and stay up-to- date on travel and Visa inquiry.

12-2019 – 12-2022 Content Quality Auditor for Foodpanda Mindbridge Private Limited LAHORE (PAKISTAN)

- Preforming copy editing and proofreading.
- Examine Content for logic, clarity, and consistency of message across menus.
- Ensuring adherence to our best practice and style guides provided by client.

05-2018 – 11-2019 Customer Relation Officer for Uber Mindbridge Private Limited LAHORE (PAKISTAN)

- Providing best customer support for Uber by dealing with customer's complaints and queries related to their experience with the service.
- Get the Customer's Satisfaction by providing Excellent Services.

02-2015 – 03-2018 Client Relationship Executive TransData B300 (Amazon & Ebay) LAHORE (PAKISTAN)

- Products listing, uploading, monitoring & correction.
- Description writing & product comparison with others competitors.
- Labelling orders and dispatching it by DHL & ship station.

RELEVANT SKILLS

- **Computer skills:** Microsoft Office, Internet Browsing, Complete Computer Literacy.
- **Professional/Social:** Teamwork, HR Administration, Communication, Leadership, Organization, Problem-solving, Attention to detail, Data Entry, Friendly Behavior, Strong Relation Building.
- **Languages:** Native Language Urdu (Proficient), English (Proficient), Punjabi (Proficient), Hindi (Proficient)

EDUCATION

2016 Bachelors of Arts University of the Punjab (LAHORE, PAKISTAN)
English, Generalism and Arts

2012 Commerce (I.com) Govt. M.A.O Collage (LAHORE, PAKISTAN)
