

**EDUCATION**

University of the Punjab

Marks 50%

February. 2013

- Feb. 2018

**B.A Journalism / UNIVERSITY OF THE PUNJAB**

* Organized, sorted, and checked input data against original documents.
* Completed data entry tasks with accuracy and efficiency.
* Sorted documents and maintained organized filing process.
* Collated and organized data entry documents into filing systems for easy access.
* Verified accuracy of data entered into system to produce error-free reports.
* Created and maintained data entry logs to track data entry activities.
* Managed and organized documents for data entry tasks.

February. 2007 - August. 2009

**HALEEB FOODS| DATA ENTRY CLERK**

* Researched sales opportunities and possible leads to exceed sales goals and increase profits.
* Achieved sales goals and service targets by cultivating and securing new customer relationships.
* Analyzed past sales data and team performance to develop realistic sales goals.
* Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
* Negotiated and closed profitable sales contracts with new and existing customers to increase loyalty and retention.

September. 2009 - April. 2014

**GORMET FOODS| SALES EXECUTIVE**

* Developed accounts while establishing and maintaining long-term relationships with customers.
* Managing all Suppliers & Customers Accounts.
* Grew sales and boosted profits, applying proactive management strategies and enhancing sales training.
* Designed strategic initiatives to grow and retain revenue Stream of assigned complex Accounts.
* Grew sales and boosted profits, applying proactive management strategies and enhancing sales training.
* Closed lucratives sales deals using strong negotiation and persuasión skills.

**WORK EXPERIENCE**

**F.A / BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**

**/ COURS OBTENU**

* Sales Processes
* Order Management
* System & Software Programe
* Direct Sales
* Sales Reporting
* Vender Management
* Decisive
* Product and Service Sales
* Accounts Management
* Sales Expertise

**SKILLS**

* Excel
* Word
* ERP
* Outlook
* Retailwiz

Zubairchaudhry311@gmail.com

email

**RAHIM & SONS PLASTIC INDUSTRY| ACCOUNTS & SALES EXECUTIVE**

Hardworking and driven sales management professional equipped to revitalize sales operations and align procedures to maximize profits and client acquisition. Successful at improving sales procedures to streamline and strengthen processes. Multifaceted leader with analytical and diligent approach to building and leading strong teams. Focused Sales Manager committed to motivating others and offering extensive knowledge penetrating new territories and promoting product lines. Highly effective mentor driven to assess individual and group performance to implement improvements and set goals. Determined individual with background in establishing and nurturing lucrative partnerships.

**ACCOUNTS & SALES EXECUTIVE**

**MUHAMMAD ZUBAIR**

OKARA - PAKISTAN

+92 311 6835 455

**LANGUAGES**

Punjabi: Advanced

Urdu: Advanced

English: Normal

**SOFTWARE**

April. 2007

- Feb. 2018

BISE Lahore

Marks 60%

MAY. 2014 - CURRENT

**CONTACT**

* Donec turpis mauris, auctor vitae sollicitudin in, elementum efficitur tellus.
* Aenean nec turpis tortor. Ut placerat varius vivera vestibulum eu dictum purus.
* Ut lacinia commodo erat id vulputate. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.