



# GULZAIB SARFRAZ

Marketing/Sales

To work in a challenging organization that greatly enhances my learning skills, allows me to apply my skills and efforts and gives me a sense of achievement with growth opportunities.

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📍 Al-Rigga, Dubai

📅 01 Feb 1996

🌐 Visit visa

## EXPERIENCE

### Assistant Manager (Mart)

2020- 2022,  
Go petroleum's Mart  
( Pakistan)

#### Worked as a

*Cashier, inventory Management, Stocks entry, Audit, Purchasing*

#### Responsibility

- Responsible for overseeing all the activities that play out in the store.
- Meeting sales goals by Training, Motivating, Mentoring and providing Feedback to the store staff.
- Maintain outstanding store condition and visual merchandising standards.
- Deal with all issues that arise from staff or customers like complaint and grievances etc.

### Marketing & Sales Executive

#### Space brand (Mobile Accessories)

2018-2020

- Exceeded personal and corporate sales goals.
- Negotiated all contracts with prospective clients.
- Helped determine pricing schedules for quotes, promotions, and negotiations.
- Prepared weekly and monthly reports.
- Gave sales presentations to a range of prospective clients.
- Coordinated sales efforts with marketing programs.
- Understood and promoted company programs.
- Obtained deposits and balance of payment from clients.
- Prepared and submitted sales contracts for orders.
- Visited clients and potential clients to evaluate needs or promote products and services.
- Maintained client records.
- Answered client questions about credit terms, products, prices, and availability.

### Customer Services Representative

#### UK Based Telesales

2016-2017

#### Responsibility

- Delivering information about a company's offerings.
- Responded to more than 70 inbound service calls daily, assisting customers with the resolution of various malfunctions.
- Holding the highest ethical standards and maintaining the valued trust of our customers and communities.
- Identifying and offering the customer's services they need and want to succeed financially.
- Setting appointments and confirming appointments with customers.

## SKILLS

Team Player

Team Co-ordination

Multi-Tasking

Negotiation & closing

Good Listening Skills

Generating Sales

Stock Managing

Managing Sales team

## LANGUAGES

#### English

Full Professional Proficiency

#### Punjabi

Native or Bilingual Proficiency

#### Urdu

Native or Bilingual Proficiency

## COURSES

Graphic Designing

Microsoft Office

## EDUCATION

### Matriculation (Science)

2012 - 2014,  
Pakistan

### Intermediate of Computer Science (I.C.S)

2014 - 2016,  
Pakistan

### Bachelor in Business Administration (BBA (Hons) Marketing)

2016 - 2020,  
Pakistan

