

# UMAIR KHAN

## SALES EXECUTIVE

### CONTACT

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international city Dubai UAE

### SKILLS

Wound stitching

Dispensing medications

Excellent communication skills

Medical receptionist

### EDUCATION

Bachelor in English literature

**BKUC Pakistan**

2019-2020

IELTS academic with 7.5 bands.

Intermediate (pre- medical)

**QPSC college Mardan Pakistan**

2012 -2014

higher secondary school certificate

### LANGUAGES

English

Arabic

Hindi

### PROFILE

As an experienced sales executive, I have more than seven years of professional experience in selling and providing after sales support with many types of branded and generic products. I have handled many tough situations throughout my career and I can change any situation for the betterment of my company. I am a very loyal and committed employee and wherever I have worked, I have earned respect and value over there. I want to be part of a company that provides solutions to the problems of the community because this is a better idea and it is the best idea for doing a business as well and I want to be part of such solution.

### WORK EXPERIENCE

#### sales executive

Furniture section, Home center Qatar 2021-2023

- Attend customers inside the shopping center.
- navigating the customers to proper directions inside the center.
- Answering the customer's questions about certain products and services.
- Making sales
- preparing and dispatching receipts for the customers.
- providing after sales support for the products under my supervision.

#### Sales representative

Trafalgar group Doha oasis Qatar 2019-2020

- Attend customers inside the shopping center.
- navigating the customers to proper directions inside the center.
- Answering the customer's questions about certain products and services.
- Making sales
- preparing and dispatching receipts for the customers.
- providing after sales support for the products under my supervision.

#### salesman

Mardan furnitures Pakistan

2017-2019

- handling clients and customers.
- providing product details and answering questions of the customers.
- handling cash and payments.
- checking inventory.
- arranging and managing shipment for the customers.
- attending meetings.

#### Front desk operations

PC hotel peshawar Pakistan 2015-2017

- handle phone calls
- handle customer disputes and in time and late cancellations disputes.
- providing hotel navigation support to the customers.
- Lodging services for VVIP customers.
- Controlling and handling reservations.