

Muhammad Ishaq

virkq2007@gmail.com

+92-333-2018318

+92-318-2422318

Sales Coordinator



PROFESSIONAL SUMMARY:

A Position in a reputable organization with a high sense of achievement by utilizing my skills in a challenging and progressive environment. I have eight years experience in GCC and Pakistan.

PROFESSIONAL INFORMATION:

Father Name	:	Muhammad Aslam
Passport No	:	BM1845524
Date of Birth	:	02/02/1987
Marital Status	:	Married
Languages	:	English, Arabic, Urdu, Punjabi

Driving License:

- Saudi Driving License : Yes

QUALIFICATION:

- Bachelor degree from Virtual University Lahore, Pakistan.
- HSSC from Allama Iqbal Open University Islamabad, Pakistan.
- Metric from BISE Faisalabad, Pakistan.

EXPERIENCE:

Work Experience: 1

Company	:	Aims Trader (Toba Tek Singh, Pakistan)
Position	:	Sales Coordinator
Period	:	25-July-2018 to till date.

Responsibilities:

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Responding to complaints from customers and give after-sales support when requested.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Handle the processing of all orders with accuracy and timeliness

Work Experience: 2

Company	:	E-Tran International L.L.C (Dubai, UAE)
Position	:	Sales Officer
Period	:	08-Nov-2017 to 19-Jul-2018

Responsibilities:

- Performed sales calls daily, developing extensive sales, communication.
- Interacted with clients to ensure satisfaction.
- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.
- Assist and support sales personnel in expanding customer base.

Work Experience: 3

Company	:	MTM-Mohd Talal Masad AL Johni Est. (Riyadh, Saudi Arabia)
Position	:	Sales Coordinator
Period	:	04-Jan-2010 to 05-Nov-2016

Roles & Responsibilities:

- Meets with people in other departments to help promote product.
- Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form.
- Makes sure that sales orders are delivered in a timely fashion and according to the desires of customers
- Settles upon delivery dates and times with other departments to make sure that the consumer interaction is of the utmost of professionalism.
- Coordinate sales efforts in reaching or exceeding sales targets and goals.
- Coordinate marketing efforts to maximize business opportunities.
- Develop future sales projections and coordinate efforts to achieve outcomes.
- Assist and support sales personnel in expanding customer base.
- Coordinate administrative sales staff in maintaining customer databases.

TECHNICAL SKILL & AWARENESS:

- Coordinate support to sales professionals in creating sales strategies.
- Coordinate and assist customers in meeting their merchandise requirements.
- Support sales and marketing teams in achieving hundred percent outcomes.
- Knowledge of Microsoft offices package. (word, excel, outlook, power point)
- The ability to work alone or as part of a team.
- Makes sales goals and assists other members of the sales department in meeting them.
- Produces reports based on the sales of employees in the sales department.
- Meets with people in other departments to help promote product.
- Responding to sales queries via phone and e-mail.
- Resolving any sales related issues with customers.
- Identifying and making contact with new prospective clients.
- Excellent communication skills, both written and oral.
- Have Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales.

STRENGTH:

- Adapt myself to assigned job and environment.
- Have good communication skills and confident presenter.
- A positive attitude towards and good communication skills.

DECLARATION:

I do hereby declare that particulars of information and stated here in above are true, correct and complete to the best of my knowledge.