**ADNAN AHMED**



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**Email: [Adnanahmed530@gmail.com](mailto:Adnanahmed530@gmail.com)**

**Address: House # 52, near mosque Ehsan town Sargodha.**

**CAREER OVERVIEW**

A sales professional with 5 years experienced in different industry, I have a proven track record of developing new business and consistently achieve targets. I've completed Masters of Business Administration and am now seeking new professional challenges.

**KEY SKILLS**

* Experienced in customer service both face to face and phone based
* Good in building & maintaining relationships
* Experience developing sales and marketing research
* Active toastmaster public speaker
* Handling inquiries & complaints

**CAREER HISTORY**

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***Nov 2018-Dec 2022* ZAMEEN.COM**

***Sales & Operation Department* Media Associate**

*Key responsibilities*

* + - Develop relationships with Dealers
    - Make videos, photos Build in and none Build in Places
    - Make daily visit summary report
    - Monthly target vs. achievement review meeting Operation Manager

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***Nov 2015- Oct 2018* FAZAIA HOUSING SCHEME SARGODHA**

***Sales & Marketing Department* Sales Executive**

*Key responsibilities*

* Develop relationships with Dealers.
* Identify new sales and marketing opportunities
* Approaching the prospective customers through telephone
* Making the sale & closing the deal
* Handling inquiries & complaints

***June 2013- June 2015* MOBILINK**

***Sales Department* Business Development Officer**

*Key responsibilities*

* Develop relationships across targeted accounts
* Identify new sales and marketing opportunities
* Approaching the prospective customers through telephone.
* Make daily visit summary report
* Monthly target vs. achievement review meeting with ZCCM and RM

***Key achievement & Award***

*Best achievement Sale award of the year 2013 postpaid sales in region.*

***Sep 2012- April 2013* TOYOTA SARGODHA MOTORS**

***Customer Relation Department* Customer Relation Officer**

*Key responsibilities*

* Enter all inquiries & complaints related to sales, parts in I-Connect.
* Record RO (Repair Order) data in PSUF file.
* CSI (Customer Satisfaction Index), SSI (Sales Satisfaction Index) then enters in I-connect.
* Get the customer, s complaints from follow up, put in (Customer Complaint Form) make appointment and forward to CR Manager.
* FFS (First free Services) PM (Periodic Maintained) daily target follow up.
* Make Appointment Sheet from Software.
* Explain the warranty of vehicles to customers.

**EDUCATION & TRAINING CERTIFICATE**

**Master of Business Administration (MBA)** – majoring in marketing

Virtual University of Pakistan *July 2011*

**Bachelor of Commerce (B.com)** – majoring in Accounting & Business

University of the Punjab *January 2008*

**Diploma in Commerce (D.com)** – majoring in Accounting

Punjab Board of Technical Education Lahore *August 2005*

* Got Training Certificate of Selling skills in Jubilee Life Insurance Company.
* Internship experience of FMCG Company Al-Sheikh Corporation (Reckitt Benckiser)

**CORE SKILLS & COMPETENCIES**

* Team player, coordinating with co-workers and company clients.
* Ability to develop strategic plans and follow through to success.
* Work hard – play hard, win-win professional attitude to work.
* Proficiency with Microsoft Office (PowerPoint, Excel, Word).
* Good interpersonal skills – Good skills in management and communication.