



Hafiz Muhammad Faizan

- **Location:** House #68 Street #2 DuranPur RingRoad, Peshawar
- **Telephone:** 03000991196
- **Date of Birth:** 23/06/1996
- **Email:** faizananjum36@gmail.com

Professional Profile

I am hardworking and self-motivated man, I am looking for a role which will challenge me and I always want to learn everything and something new. Get the work done on time effectively and efficiently.

Education & qualifications

- Agriculture University Peshawar – 2016-2019 **BBA Hons HR**
- Fazaia Degree College Peshawar – 2012 – 2014
- Iqra Huffaz Secondary School – 2000 – 2010

Experience

1. Wholesale Medicine Business (2015-18)/(2021-2022).

- Counter sales.
- Door to door sales.
- Cash collection on daily basis.
- Order booking on daily basis.
- Operating work system on daily basis.
- Taking care of stock (In/Out).
- Operating System software.
- Managing separate customer files and accounts.

2. Worked as a Freelancer on Fiver for about 1 year (2018-19).

- Whiteboard animations
- Animated gifs
- Animated video clips
- Animated advertisement videos

3. Sales Executive in Top Line Marketing PVT Ltd Peshawar (January 2022 – December 2022)

- To entertain online calls as well as WhatsApp inquiries within 5 seconds

- Take daily follow ups as well as updating google sheets
- To convince customers on buying Property
- To arrange meetup of clients with BDO's
- Manage and update Leads sheet, Meeting sheets and sales sheets
- Keep the team Manager up to date with all the latest status of clients
- Do the sales meetings with clients
- Give them Society visits and brief about different aspects of the society.
- To guide them about the other Societies in the surrounding as well and why to choose our project.

4. Assistant Manager/Site Manager at Friendz Villas and Grace Villas Peshawar (January 2023 – August 2023)

- To entertain the visiting clients i-e Lead clients (Personal/Team members) and Walk-in clients.
- To keep track record of the available invention in the society and keep all the team members on availability of plots.
- To get detailed information on surrounding areas as well, on what competitors are offering and what can I do to make them chose us as the right choice for them.
- In times of need, not let go the client and if needed, let them chose for themselves a different project and get a deal closed with other project while retaining client as ours.
- Keep myself available at all times whether it's day or night whatever the situation, do what's it takes to not let go client when they're coming for the meeting in the off Time.

Skills

- Computer, MS OFFICE, Social Media.
- Written Communication.
- Proof Reading and Writing Skills.
- Presentation, Group Presentation and Whiteboard Animations
- To perform Tactically and Strategically

Language Proficiency

- Urdu Good
- English Good
- Hindko Average
- Pushto Average

Certificates References

Freelancer from University of Spoken English

Zaryab Colony

Sir Irfan Riaz (CRO-Customer Relation Officer)

0331-9026481

Sales Executive Topline Marketing Pvt LTD

Main Saddar Road

HR OFFICER

0300-5779276

Assistant Manager Limitless Marketing Network Pvt LTD

Spinzar IT Tower Main University Road

CEO Muhammad Haroon

0313-8889333
