**SUFYAN UR REHMAN**

**Postal Address:** Street no 2 House no P/309 Muqam e Hayat Sargodha .

**Cell:** +92 3035685860

**Email:** sufyanimmy55@gmail.com

**PROFILE**

A highly motivated and professional. Capable of delivering at the highest level, I have first-rate organizational skills and the ability to produce a consistently high standard of work. With excellent interpersonal skills, I am an effective team player and am capable of engaging and liaising with a broad range of individuals from a variety of backgrounds. My professional experience to date has provided a wealth of specialist skills and expertise and I am committed to facing fresh challenges and to pursuing my future career goals.

**KEY KNOWLEDGE, SKILLS & EXPERTISE**

* **Skills** - Organized
* **Soft Skills** - Professional, Motivated, Ethical
* **Behavior Skills -** Driven, Excellent Communicator

**Computer Skills**

**Operating Systems**

* Microsoft Windows 98
* Microsoft Windows XP, 7.8

**Microsoft Office**

* Microsoft Word
* Microsoft Excel
* Power Point

**PROFESSIONAL EXPERIENCE**

4 years experience in order taker in BISCONI pvt ltd from 2009-2013

5 years experience in ALMARAI as a assistant salesman in Saudia arabia 2014-2019

TSO in Tasteland foods and beverage services from September 2020 to till date

**Responsibilities**

* Worked Greets and assists customers; coordinates sales promotions.
* Investigates, troubleshoots and resolves sales-related problems.
* Reviews inventory and sales records, reconciles cash with sales receipts. Prepares daily and weekly sales reports.
* Follow-up leads and samples provided by sales team.
* Implement strategies to sell products or services.
* Build new customer base to maximize sales.
* Retain existing customers by providing prompt customer services. .
* Supervise field marketing and sales force.

**Business knowledge:-**

I have well knowledge of Distributor working for example primary and secondary

Sales, Stock covers and stock management, and accounts.

**PROFESSIONAL QUALIFICATIONS & EDUCATION**

Bachelors in Commerce passed 2011

**PERSONAL DATA**

* Father’s Name : Muhammad Latif
* Date Of Birth : 18-04-1989
* Religion : Islam
* Nationality : Pakistani
* Passport No. : AD5542071

Citizenship No. : 38403-9739207-7

* Marital Status : Single
* Languages : English, Urdu, Arabic

**Key Skills:-**

* Compatible in team environment as well as independently and have well.
* Focused, dedicated & resolute with an attitude for problem solve
* Flexible , Adjustable Personality having skill to adjust in different Environment.

**Language:-**

English, Urdu, Punjabi, Arabic

**Interests:-**

Computers, Web browsing, Playing Cricket

**Reference:-**

Furnished on Demand.