Curriculum Vitae:

OBJECTIVE :

***Looking for a challenging career in an organization where I use my efforts to the best of ability & where my education, specialized proficiency & capability would be valuable to the growth of organization & myself.***

***PERSONAL INFORMATION:***

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| ***Name Muhammad Salman***  ***Father’s Name: Muhammad Hanif*** |
| ***CNIC No: 17301-9314856-5*** |
| ***Date of Birth: 06-08-1993*** |
| ***Contact : 03239119226/0300-1408844*** |
| ***Nationality: Pakistani*** |
| ***Gender: Male*** |
| ***Email Address: muhammadsalmanpesh648@gmail.com***   |  | | --- | | ***QUALIFICATION*** | | ***Degree /Certificate*** | ***Year*** | ***Institute*** |  |  | | --- | | *University of Peshawar* | | *BISE Peshawar*  *FISE Peshawar* |  |  | | --- | | *2014* | | *2012*    *2010* |  |  | | --- | | ***B.Sc (Computer Sciences)*** |   ***F.Cs (Computer Sciences)***  ***S.S.C (General Sciences)***  ***Computer Skills:***   * ***Window XP,7 Professional*** * ***Office Automation*** * ***Maintain Data Base*** * ***Software Installation*** * ***Computer Hardware &Software.*** * ***Computer Net Working*** * ***Maintain DataBase***   ***Professional QUALIFICATION:***  ***Degree /Certificate:***   * **Microsoft Office** * **Typing Courses** * **Web Designing** * **Certification Course & Computer** * **Animation & VNX** * **Software Related Courses** * **IT Diploma** * **Digital Marketing** * **Data Analytics** * **Hardware Course**     **Professional Experiences:**    ***Working as Branch Manager UMER Pharmacy.***  *(Billing maintaining, stock Maintain, Accounts Management)*    ***Supervisor in WADOOD TEXTILE.***  *(Designing,labling, bill maintaining & Pervious Record Maintaining)*  Data Reporter (Al-Khair Medical Center Peshawar)  *Updates Medical Reports Online through Web site. Maintaining All Records Feed In Computer . Also Generated Reports From sites. Also Handling Administration Works.* Branch Manager in ( Pizza Hut Peshawar) *Working as A Branch Manager. maintain Records, Supervision all Grounds operations.* Volunteer / Social Organizer. *Assessment and verification of the flood affected area & beneficiaries.*  *Registration of the beneficiaries.*  *Coordination and collaboration with partner organization other organization and administration.*  *Preparing of work plan and report to Supervise , Records keeping & reporting.* Customer Relation Officer (Suzuki Motors) Peshawar. *Customer Handling, Customer Retention Dealing, Order Booking, Handling Dealing &*  *Maintain Records & reporting.* Assistant Operation AT. TCS (Engro Micro Systems)  * *Manage daily activities, including staffing, scheduling, and customer interactions.*   *Coach and train employees and staff.*   * *Audit and place orders for equipment, supplies and materials.*   + *Monitor, evaluate, and report on budget, costs and income.*   ***Working as Office Administrator (Mega Plus Pakistan.)***  ***Role*** *is vital for the smooth-running of a business.* ***Duties*** *may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets.***Marketing & Sales Manager (*Sony Builders, Real Estate*** ***)***   * Promoting the company's existing brands and introducing new products to the market.   Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sale  team meets their quotas and Goals   * Researching and developing marketing opportunities and plans, understanding consumer requirements, * identifying market trends, and suggesting system improvements to achieve the company's marketing goals. * Gathering, investigating, and summarizing market data and trends to draft reports. * I mplementing new sales plans and advertising. * Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing * human resource objectives * Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating * new marketing opportunities. * **Business Development Manager (*Estate***.92com ***)***      * + Research and identify new business opportunities - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets   + Seek out the appropriate contact in an organization   + Generate leads and cold call prospective customers   + Meet with customers/clients face to face or over the phone   + Foster and develop relationships with customers/clients   + Understand the needs of your customers and be able to respond effectively with a plan of how to meet these   + Think strategically - seeing the bigger picture and setting aims and objectives in order to develop and improve the business   + Work strategically - carrying out necessary planning in order to implement operational changes   + Draw up client contracts - depending on the size of company, this task may be completed by someone else or agreements may not be as formal   + Have a good understanding of the businesses' products or services and be able to advise others about them   + Ensure staff are on board throughout the Organization, and understand the need for change and what is required of them   + Train members of your team, arranging external training where appropriate   + Discuss promotional strategy and activities with the marketing department   + Liaise with the finance team, warehousing and logistics departments as appropriate   + Seek ways of improving the way the business operates   + Attend seminars, conferences and events where appropriate   Keep abreast of trends and changes in the business world |

**Assistant Manager-Project Sales *(*** Zameen.com ***)***

Job description entails providing assistance to a sales manager to help meet sales target, as well as ensure efficient sales activities.

Assistant sales managers in facilitating effective sales supervise the activities of sales teams and representatives to ensure set goals and policies are achieved.

Address issues relating to pricing, customer complaints, delivery of goods/service, as well as the monitoring of inventory to ensure timely supply of ordered products/services.

Involves overseeing the welfare of employees by taking note of their work needs and implementing effective strategies in the resolution of challenges faced by staff

* **Executive Senior Manager ( ESM) (*Xtreme Marketing*** ***)***

### Responsibilities:

* *Meeting with the owner to discuss plans, events, and general estate requirements.*
* *Preparing, presenting, and managing budgets.*
* *Managing the daily operations of the estate including staff schedules, upkeep, and bookings.*
* *Supervising all ground and house staff and providing training, day-to-day feedback, and performance reviews.*
* *Managing all maintenance, repairs, and renovations to buildings and estate grounds.*
* *Promoting the estate's businesses through marketing channels such as social media.*
* *Liaising with event planners, catering services, and clients to ensure that all functions run smoothly.*
* *Managing all administrative tasks like submitting insurance claims, filing legal documents, and preparing invoices.*
* **Zonal Sales Manager (*Nawab Housing Associates*** ***)***

### Responsibilities:

Sells products by maintaining and expanding customer base and managing staff.

* Accomplishes regional sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees in assigned districts.
* Communicates job expectations by planning, monitoring, appraising, and reviewing job contributions, and employee enforcing policies and procedures.
* Plans and reviews compensation strategies.
* Achieves regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews.
* Prepares and completes action plans and implements production, productivity, quality, and customer-service standards.
* Resolves problems, completes audits, identifies trends, determines regional sales system improvements, and implements change when necessary.
* Meets regional sales objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
* Establishes sales objectives by creating a sales plan and quota for districts in support of national objectives.
* Maintains and expands customer base by counseling district sales representatives, building and maintaining rapport with key customers, and identifying new customer opportunities.
* Recommends product lines by identifying new product opportunities or product, packaging, and service changes, surveying consumer needs and trends, and tracking competitors.