



ZUHAIR KHATTAK



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Plot no 2 block B Faisal town
Islamabad.



zuhar hayat Khattak



Hobbies & Activities

- Cricket
- Football
- Reading
- Traveling
- Internet surfing



Languages

Urdu	● ● ● ● ●
English	● ● ● ● ●
Pashto	● ● ● ● ●



OBJECTIVE

Seeking a dynamic position to develop my career in a sales oriented organization, where I will be a valuable team leader and member, contributing potentials and hard work for an organization and personal growth. I will utilize my skills and abilities while being resourceful, Innovative and flexible.



EDUCATION

Bachelor in Economics

Kohat University of science and technology

Jul 2016

CGPA: 3.29/4.00 Grade A



EXPERIENCE

Senior Sales Manager

Al Haj Steel Mills Pvt. Ltd.

20 Feb 2020 – Continue

Responsibilities:

- Produce new revenue by researching and analyzing potential prospects and sales options in dealers and commercial sector.
- Develop relationships with prospects and recommend solutions to improve their production through the use of your products. New leads may be generated through canvassing, cold calling, partner relationships, and customer referrals.
- Meet sales revenue targets.
- Develop, implement, and maintain sales activities and plans.
- Build and maintain long-term relationships with current clients and their management teams by providing information, guidance, and support; recommending service and profit improvements; and recommending new opportunities.
- Lead and coordinate contract negotiations for a successful close.
- Prepare reports by analyzing and summarizing information.
- Mentor team members and teach improved processes in order to enhance staff accomplishments.

Sales and Marketing Manager

Chawla Chemicals and Metal Industries Pvt Ltd

September 2017 – January 2020

Responsibilities:

- Accomplish marketing and sales human resource goals through normal managerial duties, such as recruiting, training, scheduling, coaching and disciplining employees.
- Identify trends and determine system improvements to achieve marketing and sales operational goals.
- Prepare an annual budget to meet marketing and sales financial goals.
- Develop field sales action plans and advertising to accomplish marketing and sales goals.
- Identify different consumer requirements to properly identify marketing opportunities



Soft Skills

- Excellent Communication
- Excellent Leadership
- Time Management
- Team Management
- Office Management
- Technologically Competent
- Computer Skills
- Presentation Skills
- Multi-Tasking
- Socializing



Key Skills

- Microsoft Office
- Window ,Software's
- Mail Chimp



Additional Skills

- English (Intermediate)
- Typing speed of 70 WPM
- Problem Solving



Reference

References will be provided on demand

- Research and capitalize on different marketing opportunities to improve product marketability and profitability.
- Anticipate new opportunities to maintain relationship with important clients
- Gather, investigate and summarize data and trends to provide accurate information through reports.
- Stay up to date on job knowledge by participating in educational opportunities, attending conferences and workshops, reading professional publications, maintaining a personal network and joining professional organizations.
- Collaborate with other managers and key employees in sales and marketing department to achieve important goals.

Assistant Sales Manager

Anmol Packages Corporation Karachi

August 2016 – August 2017

Responsibilities:

- Greeting customers and offering assistance
- Recommending products or merchandise to help customers
- Answering questions and addressing concerns
- Informing customers about sales, promotions and policies
- Demonstrating how products work
- Taking payments for purchases and packaging purchases
- Stocking merchandise and creating displays.

Sales and Marketing Internship

Zong CMPak Ltd

August 2015 – August 2016

Responsibilities:

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events



PERSONAL STRENGTH

- Flexibility and quick to embrace new concepts
- Ability to build positive working relationships
- High integrity and spirit of teamwork
- Self-driven, optimistic and hardworking
- Excellent interpersonal and reflection skills
- Strong Work Ethics
- Humble & Honest