



SHAMIM AKHTAR

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To,
The Hiring Manager's

I would like to express my interest for the Sales Officer Work in your reputed organization.

With an experience of 7 years in the Sales & Marketing. I have excelled myself in Sales, Social Media Marketing, and Customer Relationship Officer. Also, being person with good conceptual knowledge makes it easy for me to get familiar with different job- related roles & responsibilities. Added I have communication, administrative and interpersonal skills. I can speak English, Arabic, Urdu, Punjabi, Saraiki and Hindi fluently.

As an applicant with Sales, Customer Services & Online Content Marketing experience. I believe I am suitable candidate to apply for Sales / Marketing in your organization. I would be interested to know more about your company and I am confident that I would be a beneficial addition to the company.

I have enclosed my resume, and will appreciate if you can take some time and share your contact details for a face-to-face conversation.

Right now I am on visit visa. Available to join immediately.

Hoping for a positive response.

Sincerely,
Shamim Akhtar

SHAMIM AKHTAR

I'm a young, dynamic, sensible, positive, hardworking individual, easy to adopt and adjust to any organization, who always strives to achieve the highest standard possible at any given task with creative educated offering flexibility to be workable, which gives advantage to the employer. I possess excellent communication skills and I enjoy learning new things in any type of work environment.

I'm a self-motivated individual with a strong commitment towards working attitude.



PERSONAL PARTICULARS

- **Date of Birth:** MARCH 1, 1990.
- **Languages Known:** English, Saraiki, Punjabi and Urdu.
- **Nationality:** Pakistani
- **Marital Status:** Single
- **Location Preference:** UAE (MIDDLE EAST).
- **Address:** Al MIJAZ 1, Sharjah, UAE
- **Contacts:**
 - Mobile:** +971 50 713 8407
 - E-mail:** shamim.ali51@yahoo.com
 - LinkedIn:** <https://www.linkedin.com/in/shamim-ali-8b02651a4/>
 - Facebook:** <https://www.facebook.com/shamim.ali.756>
 - Instagram:** @shamim.ali51
 - Twitter:** @25e1605917b24b1

AREA OF PROFICIENCY

- Communication Development
- Maintain Conversation with Customer
- Public Relationship
- Performance Management
- Online Content Marketing
- Teamwork
- Marketing /Advertising/ Publicity
- Social Media Marketing
- Leadership
- Communicator
- Social Media Campaigns'
- Trainer for workshops and seminar
- Customer Services
- Script Writing

- Researcher

PROFESSIONAL EXPERIENCE

BUSINESS COMMUNICATION DEVELOPMENT

Agency 21 BRANCH MULTAN, (PAKISTAN)

MAR-2020 to Jan- 2021

- To generate sales leads, contact potential clients, and nurture existing customer relationships.
- Accounts Management.
- Strong communication and presentation skills.
- The ability to influence and negotiate with others.
- Commercial awareness.
- The ability to think creatively and strategically.
- Organisational skills.
- Self-motivation and the ability to be motivated by targets.
- Resilience.
- Managing sales coordination process including, respond to the enquiries, quotations, proforma invoices, sales orders to proceeding orders.

CUSTOMER RELATIONSHIP OFFICER

FAYSAL BANK MULTAN PAKISTAN

FEB-2021 to JAN-2022

- Achieve product wise approval/disbursement targets as assigned.
- Build a good customer base & maintain strong business relationships with Corporate and Commercial entities.
- Achieve the communicated productivity benchmarks & maintain uncompromising discipline & integrity.
- Handle customers on relationship basis with management of all queries & complaints efficiently with end to end process.
- Enhance self-awareness & product knowledge to improve quality of work.
- Achieve weekly, monthly & yearly sales targets. Ensure flawless client service at all levels.

SALES EXECUTIVE

AFZAL ELECTRONICS MULTAN (PAKISTAN)

NOV-2016_NOV-2017

- Brand representative to promote the brand and maintain the sales related activities.

Working in relevant stores:

- NEXT(MALL OF MULTAN)
- SONY GADGETS(UNITED MALL MULTAN PAKISTAN)
- MAKE UP CITY (CHEN ONE MALL MULTAN PAKISTAN)
- CARREFOUR (PACKAGES MALL LAHORE PAKISTAN)

SALES EXECUTIVE

DIGITRICS PRIVATE LIMITED (AMERICAN BASED COMPANY) (ONLINE, CONTINUE)

July-2019_FEB-2020

- Online Sales of domestic, grocery Material for the ultimate satisfaction of clients through campaigns' that is possible with under the organized teamwork.

SALES WOMEN

CHASE UP MULTAN (PAKISTAN) (PART TIME)

Dec-2015_Dec-2016

- In-door Sales of households, electronics, home appliances, food stuff etc...and made that possible with under the organized teamwork.

MARKETING & SALES EXECUTIVE

UNILIVER PAKISTAN (PART TIME)

DEC-2017_Oct-2018

- Out-door Sales of Uniliver products. Developing business and marketing plans in coordination with team to achieve revenue goals.

CREDENTIALS

Education

- **MS IN MASS COMMUNICATION (18 YRS), SPEC. (SOCIAL MEDIA MARKETING, RESEARCH, SURVEY) (2YRS), DEPARTMENT OF COMMUNICATION STUDIES, BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN PAKISTAN. DEC-2018 to 2020.**
- **BS IN MASS COMMUNICATION (16 YRS), SPEC. (PUBLIC RELATIONSHIP, ADVERTISING, SCRIPT WRITING, COMMUNICATION DEVELOPMENT, CUSTOMER SERVICES) DEPARTMENT OF COMMUNICATION STUDIES, BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN PAKISTAN.SEP-2012 to 2016.**
- **HSSC, (I.COM) PAKISTAN INSTITUTE OF EMERGING SCIENCES MIAN CHANNU, PAKISTAN.SEP-2010.**
- **SSC, ISLAMIA DEGREE SCHOOL AND COLLEGE MIAN CHANNU PAKISTAN. SEP-2008.**

Professional Development

- Certificate in Online content marketing and advertising
- Certificate in Virtual Assistant of Amazon
- Certificate in Basic Computer skills
- Certificate in Graphic Designing
- Certificate in Information Technology (Technical)

Computer Skills

- MS Office, MS Word, MS PowerPoint and Excel.

REFERENCE:

Will provide if asked...
