

# Muhammad Hamzah Bin Rehan Ahmed

Sharjah, UAE

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## Professional Summary

- Outgoing individual with a passion for people and high-quality products. Demonstrates polished presentation, active listening, and rapport-building skills. Proactive collaborator keen to join the ambitious team. Responsible Sales Executive, passionate about delivering outstanding quality and service.
- Dedicated Sales Executive with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.
- Seeking a position where I can apply my knowledge to enhance the organizational efficiency of the firm & fostering its dynamic growth, while simultaneously allowing myself to grow professionally
- Fresher - Looking for new opportunities.

## Experience

**Sales Executive**, 10/2022 – 02/2024

**Emergent General Trading L.L.C.**

- Contacted current and potential clients to promote, upsell and cross-sell products and services.
- Contacted customers to set-up appointments, monitor satisfaction levels, and upsell additional offerings.
- Showcased product features and benefits to drive sales.
- Studied competitors to develop innovative selling strategies.
- Assessed market conditions for potential opportunities and risk factors impacting promotional strategies.
- Analyzed current strategies for strengths and weaknesses and adjusted approaches to maintain sales trajectory.
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.

**HR Intern**, 07/2021 - 08/2021

**Student's factory**

- Maintained accurate, well-organized company records.
- Offered assistance throughout recruitment processes.
- Used outstanding time-management abilities to consistently complete work within assigned deadlines.
- Worked well under pressure to deliver positive, professional HR support.

## Core Qualifications

- Efficient Team player.
- Team building skills. Highly energetic Self-motivated resource.
- Time Management.
- HR copywriting
- Data management
- HR management
- Data entry documentation
- Database entry
- Documentation and reporting
- Creative problem-solver and achiever with convincing skills.
- Excellent communication & leadership skills.
- Sales and market development
- Client communication
- Interpersonal communication
- Sales training
- Marketing and sales strategies
- Market and competitive analysis
- Facebook, Twitter and Instagram proficient
- Sales techniques
- Relationship management
- Internet and e-mail marketing
- Product development
- Customer relations

- Command on MS Office Suite applications.
- Microsoft Office proficiency
- File maintenance

## Education

**2023 – 2026 Westford College University - Sharjah**

**BSc (Hons) in Computer Science (Liverpool John Moores University) Software Engineering**

- Currently pursuing a rigorous program designed to provide advanced knowledge and skills in Computer Science/Software Engineering

**2023 – 2025 Demont Institute of Management and Technology - Dubai, DU**

**Higher national Diploma in Computer Science Software Engineering**

- pursuing a comprehensive education in software engineering, covering core topics such as programming languages, algorithms, data structures, software design, and systems architecture

**2021 Manipal Education Of Higher Education - Dubai, DU**

**Foundation Degree in Science Biotechnology**

- Coursework in Foundation, Biotechnology, Business Mathematics, Information Technology, Communication skills and University Study skills

**2007- 2020 Westminster School, UAE, - Dubai, British**

**GCSEs Science (Physics, chemistry, Biology)**

**Syllabus - Physics, Chemistry, and Biology**

- Coursework in British GCSEs Physics, Chemistry, and Biology

## Accomplishments

- Built and nurtured key client relationships to grow profit.

## Hobbies, Interests and Achievements

- Driver's License obtained.
- Participated in the Expo 2020 Dubai's 3 KM walk program for People and Planet on 29th March 2022.
- Participated in the SDG Global Goals Initiatives at Expo 2020 on 20th April 2022.
- Participated in the Spinneys family run at Al Furjan on 8th October 2022.
- I am interested in Professional Photography and would like to explore it further.
- Martial Arts; Shotokan karate from 2014 - 2015, achieved 5 levels in the karate ranking system; white belt (6th kyu), yellow belt (5th kyu), orange belt (4th kyu), green belt (3rd kyu), blue belt (2nd kyu).
- Camping.
- Trekking.

## Languages

**Urdu:** First Language

**English :**

B2



Upper Intermediate

**Urdu:**

B2



Upper Intermediate

**Hindi:**

B1



Intermediate

**I hereby certify that the above contents are true and completed to the best of my knowledge, my availability for interview is upon your convenience.**