

UMER SULEMAN

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Sales Coordinator with 4 years' experience in Sach International (Pvt) Ltd. Successful at consistently delivering the highest quality service. Quick worker who always goes the extra mile to sell more and keep customers happy.

EXPERIENCE

2018 – PRESENT

SALES COORDINATION OFFICER, LAWRENCEPUR

- Promptly served all services to our current and new customers.
- Maintain stock levels to prevent shortages.
- Follow up of garments to be produced and delivered to customers within given period.
- Participate in annual meetings to drive sales and promote the Brand.
- Following up of payments to be collected from credit customers within due time limit.

2017 – 2018

BACK UP BRANCH MANAGER, DINERS

- Punctual in opening and closing of shop on given time.
- Dealing customers until their satisfaction.
- Taking care of your appearance (cleanliness, neatness, elegance).
- Taking care of shop staff to be provided with all facilities according to their hardworking.

2016 – 2016

CAMPUS ADMIN, ALLIED SCHOOL

- Develop and run educational programs.
- Resolving conflicts or other issues as they occur.
- Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)

EDUCATION

OCTOBER 2021

MASTER'S IN COMMERCE, SUPERIOR UNIVERSITY.

JULY 2017

BACHELOR'S IN COMMERCE, GOVERNMENT COLLEGE OF COMMERCE.

MAY 2015

INTERMEDIATE IN COMMERCE, GOVERNMENT COLLEGE OF SCIENCE.

SKILLS

- Communication.
- Customer service.
- Analytical.
- Problem-solving.
- Detail-oriented.
- Ability to multitask

ACTIVITIES

- Reading Books.
- Cricket.
- Gym.