

MUHAMMAD IRFAN SIDDIQUI

Experienced Professional/ Client Relations/
Business Development Executive



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📍 Dubai

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SUMMARY

An energetic and enthusiastic professional carrying more than seven years of experience in Business Development, sales and auction House, having a objective to pursue a challenging job in a reputed organization which gives opportunities for personal as well as professional growth and development. Also having valid **U.A.E driving permit**.

PROFESSIONAL SKILLS

Business Operations
Team Leading

Time Management
Customer Service

Communication
Personnel Mentoring

WORK EXPERIENCE

Quality Motors FZCO - Dubai

Business Development Exe.
10/2018 - 07/2021

Manage the complete operation of Auction House and Retail Sales.
Buying of Japanese Vehicle as required for the Auction according to the customer from all over the Japan via Auction.
Prepare all Daily Auction list and make daily sale report.
Co-ordinate with Japan Office for Shipment and Vanning and follow up with them continuously.
Monitor all Shipments and offloading team and the vehicle as per demand of customers.

Dubai Parks and Resorts

Guest Relations Executive
08/2016 - 09/2018

Welcome and fulfill the check-in process for Guests and group arrivals. Issue receipts, refunds, change or tickets also redeem stamps and coupons. Maintain clean and tidy checkout areas. Keep reports of transactions.
Pleasantly deal with customers to ensure satisfaction.

ICM Japan

Supervisor - Sales
02/2015 - 08/2016

Achieve the agreed individual sales targets ensure compliance with the ICM's policies and procedures.
To build and maintain effective business relationship with customers.
Promote good vehicles and services to potential customers by making proactive sales efforts.

Galadari Ice Cream LLC - Baskin Robbins

Team Leader
04/2013 - 01/2015

Inspects supplies, equipment, and work areas, to ensure efficient service and conformance to standards.
Receives, issues, and takes inventory of supplies and equipment, and reports shortages to designated personnel.
Resolves customer complaints regarding food service. Records production and operational data on specified forms.

EDUCATION

University of Karachi
2009 - 2011

Master of Science

CERTIFICATES

2010

PHP Programming, CIT, Personality Development, Customer Handling

ABOUT

Work preferences

To be a member of a management team in an innovative forward looking company for a position offering personal growth and responsibilities.

LANGUAGES

English

Urdu

Arabic

PERSONAL DETAILS

Nationality – Pakistani

Visa Status – Visit

REFERENCE

Will be furnished on demand.