

CURRICULUM VITAE

Muhammad Saad Sultan

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SUMMARY: -

I am excited to contribute my expertise in your Company and be a part of a dynamic team that values innovation and excellence. Young, mature, and self-reliant individual who is passionate on learning and seeking corporate experience to imply the skills learned through educational knowledge and to improve the skills into expertise goals.

WORKING EXPERIENCE: -

Senior Sales Officer | FX Globe Marketing and Management LLC| Dubai 20th Oct-2023 to till date

- Expanding sales of the company via calls & meetings.
- Building relationship & closing deals with potential clients.
- Providing excellent customer care to the customers.
- Ability to use reporting and data tracking software.
- Skilled at identifying and resolving customer problems.
- Always updated about market trends.
- Written and oral communications skills
- Strong organizational skills

Administrator | Easyline Tourism LLC| Dubai - April-2023 to Sept-2023

- Organizing all the company's documents and Accounts.
- Managing the schedule of customers and handling company's drivers.
- Maintaining and Running ads of company on Social Media.
- Assisting regarding budgeting, event planning.

Receptionist/Admin | Bella Hotel | Dec-2021 to Jan-2023

- Answering phone calls and managing appointments.
- Handling ingoing and outgoing mails.
- Filing documents and managing office supplies.
- Coordinating travel arrangements & organizing events.
- Multitasking and strong nerves.
- Monitoring all the security protocols.

- Handling confidential information & assisting with basic IT troubleshooting.

Sales Executive | Silk bank | Dec 2020 – Nov 2021

- Customer Relationship, Building trust
- Attending and Hosting Branch Seminars.
- Organize meeting with business professionals & tell them about the benefits.
- Understanding Customers financial needs and giving them solutions.
- Opening new accounts, selling investment products, offering loan & credit cards.

Certificates: -

Web Development (HTML, CSS, Javascript, Bootstrap, PHP,MySQL, Wordpress)- | Punjab Computer College –MBDin

IELTS (overall 6.5 bands)

CCA (Office management, Inpage, Microsoft office)- | Punjab Computer College

AutoCAD(2D, 3D designing, 3D studio max)- | Punjab Computer College

E-commerce (Amazon, Shopify, Freelancing, Dropshipping)

Education: -

ICS (Intermediate In Computer Science)- | 2018-2020 [Gujranwala Board of Intermediate and Secondary Education]

Visual Basic, C, C++

Matriculation (Computer Science) - | 2016-2018 [Gujranwala Board of Intermediate and Secondary Education]

MAJOR ACCOMPLISHMENTS: -

- Attained Best Sales person award on Feb 2024 in FX Globe Marketing.
- Achieved all the targets given by the company FX Globe Marketing
- Gained most reliable individual award from Bella Hotel
- Got best host medal from Silk bank

PERSONAL: -

Date of birth:	10-06-2002
Father Name	Muhammad Irfan
Gender	Male
Marital Status:	Single
Religion:	Islam
Nationality:	Pakistani
Visa Status	Employment

REFERENCE: - Available on request,