



Usman Khan

Sales Representative

Contact

Address

Dubai United Arab Emirates

Phone

+971 56 693 0371

E-mail

osmankhan435@gmail.com

Skills

TECHNICAL SKILLS

Excellent

- MS office (Word, Excel, outlook & PowerPoint).

Excellent

Billing Software.

Excellent

Producing barcodes & handling tally process.

Excellent

- Tally ERP

Excellent

Energetic, dependable and solution oriented sales associate with expertise in building long-term relationship with customer to win repeat business. Demonstrate skills in increasing sales, planning promotions and performing events. Posses a track record of maximizing efficiency through automation.

Work History

2021-11 -
Current

Corporate Sales Representative

ELEGANT PROFESSIONAL AND MANGEMENT DEV. TRAINING, Dubai

- Helped set up marketing displays and promotions
- Handling Vender Portals dealing with Government Authorities like Ajman Finance, Ministry of Finances, Etc..
- Daily visiting the corporate industries and promoting the business.
- Voted employee of the month for exceptional sales and high level of customer service
- Often assisted customer service staff with returns throughout the day
- Given the responsibility of opening the store each morning
- Achieved or exceeded company-defined sales quotas.
- Attended monthly sales meetings and quarterly sales trainings.

2019-01 -
2021-02

Sales Representative

101COMPUTER EMBROIDERY, Abu Dhabi

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Minimized process lags through strategic sourcing and customer expectation management.
- Trained and mentored new sales representatives.
- Assisted in product placement and visual merchandising, maintaining attractive and inviting appearance.
- Used data entry skills to accurately document and input statements.
- Encoded and canceled checks using bank machines.
- Monitored outstanding invoices and performed

Languages

- English

Excellent

- Urdu

Excellent

- Arabic

Average

2017-05 -

2018-10

System Administrator

Make Easy Consultancy Services, Hyderabad

- Designed proactive preventive maintenance schedules to prevent unnecessary downtime and hardware faults.
- Established network specifications and analyzed workflow, access, information and security requirements.
- Installed important security and functionality patches to maintain optimal protections against intrusion and system reliability.
- Created patches and solutions to fix bugs in existing applications.
- Managed onboarding and offboarding of employees.
- Delivered Tier 2 and Tier 3 support for problem identification, diagnosis and issue resolution.
- Conducted routine and emergency maintenance of assigned data center equipment.
- Used Retina and HBSS to secure systems against STIG guidelines.

2016-02 -

2017-04

Sales Executive

BAJAJ ELECTRONIC, Hyderabad

- Analyzed past sales data and team performance to develop realistic sales goals.
- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Developed SWOT analysis and executed targeted sales strategies accordingly using data-driven decision-making.
- Directed sales support staff in administrative tasks to help sales reps close deals.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Evaluated costs against expected market price points and set structures to achieve profit targets.

Education

2015-05

Intermediate: Mathematics, Physics & Chemistry

SSG Junior College - Hyderabad

GPA: 63

2013-03

Secondary School Certificate (S.S.C)

SR Digi School - Hyderabad

GPA: 72

Personal Profile

D.O.B : 15-Feb-1997

Nationality : Indian

Martial Status : Single

Religion : Muslim

Passport No : M9971693