

ZUBAIR IBRAHIM

Mobile #: +971-566001826 Dubai, UAE

Email: zbrbutt@yahoo.com



CAREER OBJECTIVE:

I possess a talented enthusiastic and hardworking personality. Seeking a suitable opportunity to utilize my talent and professionalism with a progressive organization presentable and able to communicate with clients, can work under pressure, striving for success to the growth of the company. Willing to undergo training for the position to be given by the company.

QUALIFICATIONS SUMMARY:

Sales coordinator and admin executive for Aluminum Scaffolding.
Well versed on Grammar and English.
Medical Coding Course (on going)
With 4 years experienced in Call Center
Microsoft office basic and outlook web browsing
SALES MANAGER for HVAC projects- December 2015- February 2018
SALES COORDINATOR for HVAC and MEP projects- 2013-2015
Trustworthy, diligent, responsible, mature, work oriented and with a strong willingness to learn and grow.
Deeply sociable with outstanding and well-developed communication skills.

PROFESSIONAL LEARNING EXPERIENCES:

UAE EXPERIENCE:

○ SALEM INDUSTRY , Dubai, UAE -SALES COORDINATOR & ADMIN EXECUTIVE

July 2018- September 2020

Duties and Responsibilities:

Develop new and potential business, keep in contact with the marketplace by cold calling and visiting sites payment follow up and collections.

○ GHULOUM SALIM TECHNICAL SERVICES, Dubai, UAE -SALES MANAGER- HVAC and MEP projects December 2015- February 2018 Duties and Responsibilities:

Develop new and potential business, keep in contact with the marketplace by cold calling,

Identify prospects and new projects/customers and arrange to meet the customer and introduce its products and service. schedule booking appointments with clients payment follow up and collections.

- Develop a new market plans and keep in contact with existing customers, identify prospects and new customers.

○ **SITARUN ELECTROMECHANICAL, Dubai UAE -SALES COORDINATOR- HVAC**

projects September 2013- October 2015 Duties and Responsibilities:

- Develop new and potential business, keep in contact with the marketplace, I identify prospects and new projects/customers and arrange to meet the customer and introduce its products and service.
- Schedule booking appointments with clients.
- Develop a new market plans and keep in contact with existing customers, identify prospects and new customers.

PAKISTAN EXPERIENCED:

○ **WORLD CONNECTIONS-2012-2013**

○ **AAA LINKS CALL CENTER -2010-2012**

○ **TOP RANK SERVICES-2009-2010**

○ **GREEN BIZ CALL CENTER -2008-2009**

Duties and Responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication scripts when handling different topics
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives
- Keep records of all conversations in our call center database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/ team qualitative and quantitative targets.

EDUCATIONAL QUALIFICATIONS:

BBA From Swiss School of Management continue...

IELTS From British council Lahore

Intermediate

From B.I.S.E Lahore

MATRICULATION

From B.I.S.E Lahore

**PERSONAL
INFORMATION:**

Name : Zubair Ibrahim

Date of Birth : 22-06-1987

Nationality : Pakistani

Sex : Male

Marital Status : Married

Religion : Muslim

PASSPORT DETAILS:

Place of Issue : PAKISTAN

Visa Status : family sponsored

Driving License : light vehicle. Since 2015

I do Place of Issue : Dubai.U.A. E

DECLARATION:

hereby declare that the above statements are true and correct to the best of my knowledge and belief.



Zubair Ibrahim