



Saqib Muhammad Naeem

Business Development Manager

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Summary

Sired by passion to shift sales level of a business to the next level through utilizing my robust convincing ability and marketing experience.

Experience

Aug 2018 - Feb 2019

Business Development Manager

Dream World Resort & Golf Course, Karachi, Pakistan

Developing growth strategies and plans

Managing and retaining relationships with existing clients

Increasing client base

Having an in-depth knowledge of business products and value proposition

Writing business proposals

Negotiating with stakeholders

Identifying and mapping business strengths and customer needs

Researching business opportunities and viable income streams

Following industry trends locally and internationally

Drafting and reviewing contracts

Reporting on successes and areas needing improvements.

Sales Executive

Du Telecom (Alwafiq Electronics & Trading LLC , Dubai), Dubai, United Arab Emirates

Generating leads.

Meeting or exceeding sales goals.

Negotiating all contracts with prospective clients.

Helping determine pricing schedules for quotes, promotions, and negotiations.

Preparing weekly and monthly reports.

Giving sales presentations to a range of prospective clients.

Coordinating sales efforts with marketing programs.

Understanding and promoting company programs.

Obtaining deposits and balance of payment from clients.

Preparing and submitting sales contracts for orders.

Visiting clients and potential clients to evaluate needs or promote products and services.

Maintaining client records.

Answering client questions about credit terms, products, prices and availability.

Branch Manager (Food retail)

Galadari ice cream company (Baskin Robbins) UAE, Dubai, United Arab Emirates

Set and achieve personal sales goals while supporting the goals of the team.

Greet clients in a timely, professional and engaging manner.

Provision of honest and confident feedback to customers.

Building lasting relationships with clients by contacting them to follow up on purchases, suggest purchase options and invite them to upcoming events.

Consistently seek new products knowledge to act as an expert for the clients.

Work as the team player to ensure each client receives the best possible service.

Perform daily department sales position maintenance tasks, participation in daily meetings & training, research available inventory and duties as assigned.

May 2008 - Feb 2012

Customer Service Representative

Mobilink GSM (PMCL), Lahore, Pakistan

Effectively manage large amount of incoming calls

Generating sales leads

Identify and access customers needs to achieve satisfaction

Build sustainable relationship and trust through open and interactive communication

Provide accurate and valid and complete information by using the right methods/tools

Meet personal /team sales targets and call handling quotes

Handle complaints provide appropriate solutions and alternative with in the time limits and fallow up to ensure resolution

Keep records of customer interactions process customer accounts and file documents

Fallow communication procedures guide lining and policies

Take the extra mile to engage customers.

Education

- 2010 **Pace college of information Technology Gujrat pakistan**
Diploma
Computer Science
- 2009 **University of the Punjab**
Bachelors in Commerce , Bachelors in Arts
Commerce
- 2006 **Board of Intermediate & Secondary Education Gujranwala**
Intermediate/A-Level
Commerce
- 2003 **Board of Intermediate & Secondary Education Gujranwala**
Matriculation/O-Level
Biology,Chemistry,Physics

Skills

Hardworking & Punctual	5+ Years	Price Negotiation	5+ Years
Sales Closing	5+ Years	Selling Skill	5+ Years

1) Sales and marketing 2) Can meet sales target	5+ Years	B2b Sales	5+ Years
Backend Operations	5+ Years	BEST KNOWLEDGE ABOUT SUPPLIES	5+ Years
Business Development	5+ Years	Communication Skills	5+ Years
Confident	5+ Years	Convincing Skills	5+ Years
coordinator	5+ Years	Corporate - Marketing Departments	4 Years
Decision Making	5+ Years	EFFICIENT IN COMPUTER SKILLS	5+ Years
EFFICIENT IN SUPPLIER SELECTION	5+ Years	Excellent Communication	5+ Years
Excellent communication skills	5+ Years	FIELD SALES	5+ Years
follow up	5+ Years	generating promotional material and publications	5+ Years
Good Analytical Compatibility	5+ Years	Good communication skills.	5+ Years
good communications skills	5+ Years	Good Relationship with Re-tailors	5+ Years
Graduation or above	5+ Years	Hardworking and punctual	5+ Years
High Net Worth Individuals	5+ Years	Industrial Sales	5+ Years
Interpersonal Skills	5+ Years	Lead Generation	5+ Years
logistics management	2 Years	Marketing Management	5+ Years
Microsoft Excel	5+ Years	MS Office	5+ Years
ONTIME COMPLETION OF TASKS	5+ Years	Pleasant and welcoming personality	5+ Years
Pricing Negotiation	5+ Years	Protective Coatings	5+ Years
Report Writing	5+ Years	Sales	5+ Years

Sales Acquisition	5+ Years	sales and marketing	5+ Years
sales closing	5+ Years	Sales Forecasting	5+ Years
Sales Presentations	5+ Years	Sales Retention	5+ Years
Selling Skills	5+ Years	Should be target oriented	5+ Years

Projects

International business development program

<http://Sales Survey>

Languages

Arabic

Intermediate

Pashto

Intermediate

Punjabi

Expert

Urdu

Expert

English

Expert