

RESUME



Muhammad Faisal

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Nationality: Pakistani

Professional Profile

- Active, confident and pleasant personality with academic and professional expertise having aggressive goals toward success.
- Motivated to achieve immediate and long-term goals and objectives with effective communication skills & practices.
- Effective team building with interpersonal and administrative skills for effective collaboration in organization, and relationship building with internal and external customers.
- Goal oriented approach to problem solving. Ability to work independently as well as in a team with a high motivation to complete my assigned task. Experience in communications and presentations, both oral and written to senior management. Ability to work independently as well as to plan and manage execution of others, including management of multiple teams simultaneously..

Work Experience

Oct 2016 to Date:

1. Etihad Services Center TAS-HEEL (Oct 2016 till Date)

Designation : Senior Sales and business Development Executive
Abu Dhabi Region

Duties & Responsibilities:

- Strategic Consulting and advising on new business formation and operation management.
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's marketing services addressing or predicting clients.
- Creating customer relationship and following up for the sales till maturity.
- Working on Tenders , Prepare tender Documents and submit .
- Registered company to all government and Privates clients for tenders .
- Direct Sales - Pitching the customers and acknowledging them about the services.
- Follow up Current clients and try to increase the business .
- Develop and test unique business strategies and concepts.

Career Objective

To comply with a challenging position offering full utilization of my skills and interests in order to assert my abilities.

Career Planning

To show the best of my knowledge, policies and practices in the areas of Business Development, Sales, Marketing & Administration, and to be the best in these fields in order to achieve defined goals.

Achievements & Rewards

- Certificate of Best Trainee and Got Promoted as a Trainer in 30 Days.
- Kansai Paint 2010, Sales and Marketing Best performance award
- Certificate of Best Employee Gujranwala Region MCB 1st Quarter 2005.
- Gold Medalist, sales on regional bases Berger Paints Pakistan Certificate of Appreciation from Controller Sales.

Certifications (Professional)

- Online Social Media Marketing Course.
- Seminar "Team Building" "together everyone achieves more"
- Seminar "Selling Skills"
- Problem Solving Skills by "IMS"
- Training on Negotiable instruments.

- Increase overall sales efficiency and profitability through excellent salesmanship

July-2015 till Oct 2016 .

2. Infinity International- TAS-HEEL (July.15 – Till Oct 2016)

Designation: Manager Sales, Marketing and Business Development (Abu Dhabi Region)

Duties & Responsibilities:-

- Helps foreign companies and individuals in setting up their new or branch companies in Abu Dhabi.
- Providing complete consultancy and processing documents in the concerned government departments from applying to obtaining the necessary approvals to getting the final Commercial/Trade License for the business to start and keep operating.
- Responsible for developing and maintaining commercially productive relationships with both new and old clients. Also in charge of identifying every sales lead and of making the most out of every opportunity to increase revenue and profitability.
- Maintaining and updating customer databases. Organizing and attending events such as conferences, seminars, receptions and exhibitions,
- Visit new companies send quotations and make agreements .
- Developing, marketing plans and strategies. Supporting the marketing manager and other colleagues. Experience in B2B , B2C , B2G marketing .
- Develop and Manage online marketing Campaign for Infinity International effectively driving company services awareness engagement and driving to social media pages .
- Promote social media Marketing , Create Images , Quote and Share on (Linkedin, Twitter, Facebook, Instagram , Google etc)

3. Impulse Marketing (Oct. 2012 to July. 2015)

Designation: Training Manager (Abu Dhabi)

Duties & Responsibilities:-

- Responsible for cold calling people in their offices and homes, engaging them in conversation and then encouraging them to buy products or services.
- Deal with advertising agencies to promote the brand.
- Explaining competitively priced service plans to customers.
- Convincing people of the benefits from certain products and services.
- Completing all administrative tasks.
- Monitoring sales activities and proactively taking necessary action to re-direct efforts as needed.
- Increasing product penetration in a specific area.
- Training new sales team members and develop new team.
- Complying with all operational and regulatory rules.

Computer Skills

Windows-Xp-8-10
Ms-Office
Internet Browsing
E-Commerce & Web Development

Language Proficiency

English
Urdu
Punjabi
Arabic (Writing and Reading)

Extra-Curricular Activities

Badminton
Internet
Chess
Cricket

D.O.B : 09.10.1982

4. Kansai Paint Pvt LTD. (April. 2009 to Sep. 2012)

Designation: Territory Manager (Gujranwala Region) Pakistan

Duties & Responsibilities:-

- Managing the smooth operations of the Gujranwala branch. Handel the Trade and Housing Team, Design Monthly targets and help them to achieve the targets.
- Control and Increase the Sales Volume.
- To Handel the Institutional and Distributors Sales.
- Open and Handel New and Current Dealers in Specific Territory.
- To Handel the Problems of Dealers and Customers.
- Manage customer inquiries and complaints.
- Consult with customers on Company products and services.
- Identify and refer sales opportunities.
- Recovery of Payments from Distributors with in credit period.
- Attend Monthly Meeting at Head Office.
- Providing the Feedback to higher management regarding products and activities on daily basic.
- Arrange the visits to direct customers and distributor in Gujranwala Division and report Senior Manager Sales and Assistant Manager Sales.

5. Berger Paints Pakistan LTD. (August. 2005 to Mar 2009)

Designation: Senior Sales Officer (Gujranwala) Pakistan

Duties & Responsibilities:-

- Experience of the B2B sales process.
- A high Sales networking capability.
- Selling to large commercial organizations as well as individual Customers.
- Ability to understand and apply market intelligence to sales strategy.
- Able to analyze sales statistics and numerical data.
- Selling to both private and public sector clients.
- Manage sale Team also and gave report to senior management.
- Recovery of payments from distributor and direct customers with in credit period.
- Strong written and verbal communications.
- Attend Monthly meetings and Give monthly feedback and reports.

6. MCB Bank Limited, (June. 2004 to July. 2005)

Designation: Cash Officer

Duties & Responsibilities:-

The main purpose of this job role is to handle and control cash transactions of customers by responding to queries at front office with the highest level of efficiency and effectiveness as required while adhering to controls and policies.

- Daily posting of cheques and voucher.
- Daily cash receipts and payments.
- Daily balancing of Cash Book.
- Daily maintenance of SBP reporting files.

Academic Achievements

Sep 2003 –	MBA (Marketing) Punjab University (Lahore) Pakistan. Accounting, Commerce, Marketing, HR, IT, Managemnet
March 2001 - jun 2003	Bachelor of Commerce Subjects: Income Tax, Business Law, Cost Accounting, Advance Accounting etc. Punjab College of Commerce Lahore . (University of Punjab) Pakistan.
Mar 1999 – Mar 2001	Intermiadate of Commerce Subjects: Principles of Accounting, Economics, etc. Punjab College of Commerce Lahore. (B.I.S.E Lahore) Pakistan.
Apr 1996 - Jun 1998	Secondary School Certification Subjects: Physics, Chemistry, Biology, Govt. Higher Secondary School Sangla Hill. (B.I.S.E. Lahore) Pakistan.

 **References: Will be furnished on demand.**