**Muhammad Sheraz Quraishi**

Contact Address: Deira Dubai UAE Nationality: Pakistani

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Visa Status: Employment Visa

# UAE Driving License: Valid till 14/7/2020

**Objective:**

Dynamic and result oriented professional with 6 + Years’ experience in Sales and Business development as well as managing sales teams. Strong interpersonal skills and solid ethical behavior. Excellent verbal and writing skills with an ability to relate a wide range of people. Ambitious and goal oriented, with the clear vision of future objectives, currently seeking to develop a long-term career in the professional and challenging environment.

**Profile Summary:**

* Proven competencies in Sales and Marketing process improvement.
* Proficient in communication with all level of hierarchies from top to bottom level staff, of the organization.
* Effective, communication and conflict Managerial skills.
* Highly Business growth thinking with demonstrated talent.
* Flexible and resourceful team player.
* Good instructive, managerial and persuasive skills.

**Key Skills:**

Category Management, Festive Planning, New product interdiction,

Design Retail promotion, Buying Vendor Management & Development, Sales Management

**Current Employment:**

# National Bullion House (Nov 2018 to January 2020)

**(Assistant Sales Manager)**

* Research and identifying sales opportunities, generating leads, and targeting potential clients.
* Generating strong pipeline of potential customers through comprehensive experience and strong database.
* Effectively consulting the potential investor and advising on various aspects of the online investment plans.
* Ensure that all documentation concerning leads and account activities is correctly logged NBH markets and made available for reporting on regular basis.
* Overseeing and coordinating all activities and operations of sales department.
* Developing, maintaining and improving relationship with key accounts to maintain a high level of service and client loyalty.
* Handling client’s complaints and queries efficiently and effectively.
* Reporting all the key performance indicators to Sales Head.
* Ability to make new Bullions annual contracts with new clients.
* Good communications with customer’s ability to solve problem at any situation in the market.
* Maintain an awareness of online market trends and handling the existing customers.

**Previous Employment:**

**ECITY General Trading (Part of Al-Batha Group) Feb 2017 to Oct 2018**



**(Sales Supervisor)**

* Liaise with marketing teams to determine competitive pricing and promotional activities of a product category.
* Determine the positioning of a product category to maximize visibility.
* Responsible for managing all stores members and ensuring that set targets are achieved within the time frame.
* Monitoring of strategies and plans regularly for meeting the profits targets.
* New products launched Development Techniques.
* Build and maintain strong relationships with the distributors’ vendors by pursing strong Customer Service Metrics.
* Work with Promoter management & marketing to promote the Products.
* Supervision of daily operation and Sales.
* Conduct market analysis and present to senior management for direction.
* Consulted the vendors to make best brand effective decision planning on investment.
* Conducting extensive market research to analyses and assess market potential, tracking competitor activities.
* Store layout profiling and Plano grading.
* Represents the company during exhibitions & Events when required.
* Maintain and develop existing customer through appropriate, ethical sales methods and training program optimize quality of service business growth.
* Analyzing to result to optimize business strategies.
* Studying and developing the right range of products as per the market Demand.

# NRSP Micro Finance Islamic Bank (2015 to 2017)

**(Sales Manager)**

* Plan approaches and pitches. Work with team to develop proposals that speaks to the customer’s needs, concerns, and objectives.
* Targets new and potential customer, analyzing customer’s requirements and presenting solutions appropriately to make a sale.
* Maintained professional relationship with customers and co-workers.
* Ensuring the productivity of daily planned potential customers to be visited with team.
* Forecast sales targets and ensure they are met by the team.
* Carry out activities appropriately in season to increase sales and sell.
* Managed key marketing activities that include advertising, promotional campaigns and direct marketing initiatives.
* Responsible for creating marketing plans and its successful implementation to achieve financial objectives.
* Making use of the most innovative procedures, techniques and creativity which will enhance the maximization of sales.
* Present new products and services and enhance existing relationships.
* Maintaining of professional image always.
* Preparing other duties responsible for management & Operations.
* Ensuring the smooth running of banking transaction.

# Venus Pharma (Trust health Being) (2009 to 2011)

(**Sales Supervisor)**

* Ensure primary by translating in to Secondary volume by managing relationship with distributor’s and trade end.
* Manage the sale team to ensure smooth Sales operations & consequent cash flows.
* Ensuring the range of products are available in the market.
* Identifying new customers and also developing potential business outlets.
* Handling client’s complaints and queries efficiently and effectively.
* Obtaining market feedback on own and competitor products on regular basis and communicating to Sales Head.
* Reporting all the key performance indicators to Sales Head.
* Achieving monthly, quarterly and yearly targets locked at start of year.
* Coordinate with other team members to achieve goals.
* To prepare pre-sales proposals for prospective Doctors.

**Educational Qualification**

* **BS (HONS) in ECONOMICS (2011-2015)** Islamic University, Bahawalpur, Pakistan

* **Diploma in COMMERECE (2005-2007)**

Punjab Board of Technical Education, Lahore, Pakistan

**Computer Skills:**

* CRM
* MIS Reporting
* SAP
* Oracle Flex Cube
* Window installation (XP, Vista) and knowledge in system software Application.

**Professional Details:**

* **D.O.B**: March 20, 1989
* **Nationality:** Pakistani
* **Marital Status** Single
* **Language** Proficient in English, Urdu, Saraiki.

(Reference will be furnished upon request)