

# Fawad Ahmed

## **sales executive**

Abu Dhabi

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To work in a professional organization and seeking a challenging long term career, for keeping the organizational goals as a priority. Intend to work in an environment that enhances my skills and motivates me to utilize my capabilities and potential to the fullest extent to contribute to the company growth both individually as well as a team.

Willing to relocate: Anywhere

## Work Experience

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### **project coordinator**

shazia kitchen - lahore

August 2018 to January 2019

Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.

- Organizing, attending and participating in stakeholder meetings.
  - Documenting and following up on important actions and decisions from meetings.
  - Preparing necessary presentation materials for meetings.
  - Ensuring project deadlines are met.
  - Determining project changes.
  - Providing administrative support as needed.
  - Undertaking project tasks as required.
  - Developing project strategies.
  - Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
  - Assess project risks and issues and provide solutions where applicable.
  - Ensure stakeholder views are managed towards the best solution.
  - Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

### **sales manager**

sage leather - Gujranwala cantt

March 2018 to August 2018

Achieve growth and hit sales targets by successfully managing the sales team

- Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Present sales, revenue and expenses reports and realistic forecasts to the management team

- Identify emerging markets and market shifts while being fully aware of new products and competition status

### **sales coordinator**

intellectual capital of arabia - Dubai

April 2014 to February 2018

I used to prepare and then follow up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.

Coordinate sales team by managing schedules, filing important documents and communicating relevant information

Ensure the adequacy of sales-related equipment or material

Respond to complaints from customers and give after-sales support when requested

Store and sort financial and non-financial data in electronic form and present reports

Handle the processing of all orders with accuracy and timeliness

Inform clients of unforeseen delays or problems

Monitor the team's progress, identify shortcomings and propose improvements

Assist in the preparation and organizing of promotional material or events

Ensure adherence to laws and policies

### **guest relation officer**

Hotel Crown Plaza

July 2012 to February 2014

Pakistan)

- Handling the Guests problems and any type of their needs.
  - Provide the all type of information which guest asked.
  - Greed the guest with smile and calm attitude and give them protocol.
2. Working as a sales representative in Intellectual Capital of Arabia from 23 april to till today. (UAE)
- Deal every type of customer and handle their problems and needs.
  - Maintain a schedule for company staff and handle their problems also.
  - Achieve easily monthly and yearly target.
  - Start a new Franchises/outlets/kiosks as a brand ambassador in new cities.
  - Have a strong quality of customer service.
  - Worked in different big places such as Dubai mall, Deira City Centre, Dubai Festival City, Mall of Emirates and Mazyad Mall AUH.
  - Administrative Skills
  - Good command over speaking, reading and writing English Language.
  - Expert level user of internet research work and Microsoft Office with over 60 WPM typing speed.
  - Well familiar with Proper documentations, Filing, meeting arrangements and record keeping.
  - languages

- Arabic
- English
- Urdu
- Hindi
- Punjabi

Refrence

Upon request

## Education

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### **Business Management and Hospitality**

University of Gujrat

National College of Commerce

### **Certificate in Computer Software Applications**

3. Matriculation in Federal Government Public School

## Skills

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Microsoft office (3 years)