

# AWAIS JAN

## sales executive

etisalat and du telecommunications

### Personal Details

Name : Awais Jan  
Father Name : Shah Jehan  
Date of Birth : 1<sup>st</sup> March, 1990  
Nationality : Pakistan  
Religion : Muslim  
Gender : Male  
Marital Status : Single  
Visa Status : Employment

### Passport details

Passport No : DA8798732  
Date of Issue : 20<sup>th</sup> Oct 2016  
Date of Expiry : 19<sup>th</sup> Oct 2021  
Place of Issue : Pakistan

### Personal Skills

Self-motivated  
Fast Learner.  
Able to work in a team.  
Excellent communication skills.  
Urge to learn new things.  
Able to deal with issues & create alternative

### Languages know

Arabic | English  
Urdu | Hindi | Punjabi  
excellent communication skills

### IT Skills

Good Knowledge about Computer  
Software Application  
Order Punching Application  
Internet Surfing | Fax | Copy  
Microsoft work | MS Excell | Power  
point | CRM Application |



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Abu Dhabi - United Arab Emirates



### Objective:

To be part of a professional and challenging working environment where handwork, dedication, and sincerity are appreciated. To be allowed to use my independence and initiative, while still being valued as a team leader. To secure a position that will enhance my education, experienced and abilities. A position that involves facing new and different challenges. Improve existing skills and learning a new one.

### Educational Background:

- Fsc ( Intermediate Certificate )**  
Board of Intermediate & Secondary Education Mardan  
(Session 2008)-(2<sup>nd</sup> Division)
- Secondary School Certificate (Matric)**  
Board of Intermediate & Secondary Education Mardan  
(Session 2006) (Group Science) (2<sup>nd</sup> Division)

### Educational Background:

- Certificate of Authorized Sales Agen**  
Emirates Telecommunication Group PJSC-UAE
- Diploma in Information Technology**  
Gulf Institute Islamabad.
- Diploma in Web Application Designing**  
Technical Testing Board Peshawar Pakistan
- Diploma ISHA Technology**  
General industry Safety & Helth

### working Experience:

RELAM Mobile Phones Outlet of Du & Etisalat

Position : Sales ( Post Paid | Prepaid )  
Project : Du & Etisalat Sales  
Location : Abu Dhabi  
Duration : 2017 to Still Present .....



### JOB Description

- Builds business by identifying and selling prospects; maintaining relationships with clients.
  - Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
  - Sells products by establishing contact and developing relationships with prospects; recommending solutions.
  - Maintains relationships with clients by providing support, information
  - Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
  - Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.

Awais jan



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## working Experience:

### DU TELECOM UAE

Position : Sales Executive ( Post Paid )  
Project : E-Tran Channel Partner  
Location : E-Tran Channel Partner Dubai UAE  
Duration : 2016 2017



#### JOB Description

- I had to identify business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- I had to build market position by locating, developing, defining, negotiating, and closing business relationships.
- I had to sell products by establishing contact and developing relationships with prospects recommending solutions.
- I had to be responsible for preparing quotes and writing up of orders.
- I had to suggest best possible telephone services to walk-in customers and clients as per their usage and demand.
- I had to be responsible for explaining equipment usage by usage of brochures and demonstrations.
- I had to identify product improvements or new products by remaining current on industry trends, market activities, and competitors

### Ufone telecom

Position : Sales Executive ( Post Paid | Prepaid )  
Project : Telecommunication  
Location : Pakistan Islamabad  
Duration : 2013 2016



#### JOB Description

- I had to report to store manager.
- I had to attend to walk-in customers.
- I had to promote sales by suggesting products to customer, providing information and helping in choose the product.
- I had to keep an eye on the products in the store and responsible for any pilferage in store.
- I had to customer aware of any schemes, discount, and promotional offers.
- I had to maintain the discipline and decorum of the store
- I had to manage the display of the products and taking care of Visual merchandising. I had to stock taking on a day to day basis, and taking inward of goods.

#### Skill & Competencies

- Can create and deliver convincing arguments to an executive audience. Ability to manage multiple commercial processes.
- Ability to evaluate tasks and suggest improvements.
- Ability to prioritise workload; work effectively under pressure and to tight deadlines. Ability to present, discuss and propose at a senior level.
- Solid understanding of business concepts & dynamics for large national and international corporations
- Superior time management skills and strong attention to detail.
- Experience in being involved in multiple Quality Product campaigns in parallel. Thorough understanding of promotional and advertising activity.
- Ability to work to tight deadlines and multi-task. Ability to troubleshoot independently.
- Initiative, Building relationships, Creative thinking
- Ability to communicate and coordinate effectively with people.
- Willingness, experience for career advancement and professional development. Ability to plan, organize and implement procedures needed to achieve a certain goal.

#### Declaration:

*Thereby that all these statements made above are true to the best of my knowledge mind*