

ZUBAIR IBRAHIM

Mobile #: +971-566001826

Dubai, UAE

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CAREER OBJECTIVE:

I possess a talented enthusiastic and hard working personality. Seeking a suitable opportunity to utilize my talent and professionalism with a progressive organization presentable and able to communicate with clients, can work under pressure, striving for success to the growth of the company. Willing to undergo training for the position to be given by the company.

QUALIFICATIONS SUMMARY:

Marketing & sales executive for Aluminum Scaffolding.

SALES MANAGER for HVAC projects- December 2015- February 2018

SALES COORDINATOR for HVAC and MEP projects- 2013-2015

Trustworthy, diligent, responsible, mature, work oriented and with a strong willingness to learn and grow.

Well versed on Grammar and English.

Deeply sociable with outstanding and well-developed communication skills.

Microsoft office hardware and software windows installation, Internet using and browsing.

PROFESSIONAL LEARNING EXPERIENCES:

UAE EXPERIENCE:

- **SALEM INDUSTRY , Dubai, UAE SALES & MARKETING EXECUTIVE**
July 2018- till date
Duties and Responsibilities:
Develop new and potential business, keep in contact with the marketplace by cold calling and visiting sites payment follow up and collections.
- **GHULOUM SALIM TECHNICAL SERVICES, Dubai, UAE SALES MANAGER-** HVAC and MEP projects December 2015- February 2018 Duties and Responsibilities:

Develop new and potential business, keep in contact with the marketplace by cold calling,

Identify prospects and new projects/customers and arrange to meet the customer and introduce its products and service. schedule booking appointments with clients payment follow up and collections.

- Develop a new market plans and keep in contact with existing customers, identify prospects and new customers.

○ **SITARUN ELECTROMECHANICAL, Dubai UAE SALES COORDINATOR- HVAC**

projects September 2013- October 2015 Duties and Responsibilities:

- Develop new and potential business, keep in contact with the marketplace, I identify prospects and new projects/customers and arrange to meet the customer and introduce its products and service.
- Schedule booking appointments with clients.
- Develop a new market plans and keep in contact with existing customers, identify prospects and new customers.

PAKISTAN EXPERIENCED:

○ **WORLD CONNECTIONS-2012-2013**

○ **AAA LINKS CALL CENTER -2010-2012**

○ **TOP RANK SERVICES-2009-2010**

○ **GREEN BIZ CALL CENTER -2008-2009**

Duties and Responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication scripts when handling different topics
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives
- Keep records of all conversations in our call center database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/ team qualitative and quantitative targets.

EDUCATIONAL QUALIFICATIONS:

IELTS

From British council Lahore

Intermediate

From B.I.S.E Lahore continue...

MATRICULATION

From B.I.S.E Lahore

COMPUTER SKILLS:

- ✦ Microsoft office basic.
- ✦ outlook web browsing.

PERSONAL INFORMATION:

Name	:	Zubair Ibrahim
Father Name	:	Muhammad Ibrahim
Date of Birth	:	22-06-1987
Nationality	:	Pakistani
Sex	:	Male
Marital Status	:	Married
Religion	:	Muslim

PASSPORT DETAILS:

Passport Number	:	BM1026712
Place of Issue	:	PAKISTAN
Visa Status	:	work Visa
Driving License	:	light vehicle. Since 2015
Place of Issue	:	Dubai.U.A. E

LANGUAGES KNOWN:

English, Hindi, Urdu & Punjabi.

DECLARATION:

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Zubair Ibrahim

