



USMAN NADEEM

Al Karama, Dubai, United Arab Emirates

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CAREER OBJECTIVE

Energetic, Self-starter, Inspired by a passion for business who is able to quickly and consistently bring in new customer's accounts. Looking for Positions where my skills, award winning educational background and experience can effectively be utilized to increase organizational revenue.

EXPERIENCE

- Whiteline limousine llc, Dubai** 01-06-2019 - Present
Operations Coordinator
Working as a FO Sales Supervisor/Sales Representative in different five star hotels as third party agent.
Client meetings, dealings, finalizing deals and customer satisfaction.
Supervision of staff, Retail Sales, complete documentation and reporting to higher management.
Respond to customers inquiries as well as hotel management's inquiries.
- Pakistan Tobacco Company PTC** 01-02-2018 - 01-04-2019
Feild Sales Officer FSO
Worked as FSO in one of the leading tobacco brand in Pakistan.
Looking after of all operations of TSM and Senior AM following up all regular clients.
Clients meetings, clients follow-up, Documententaion for their services, Customer services and satisfaction.
Fulfilling of company rules and regulations to staff.
Making reports, presentations and Reporting to higher management.

PERSONAL PROFILE

- Date of Birth : 16/10/1996
- Marital Status : Single
- Nationality : Pakistani
- Known Languages : English,Urdu,Hindi,Punjabi
- Visa Status : Employment Visa
- Passport No : EQ9458501
- Availability : Immediately available

EDUCATION

- Government College University Faisalabad, Pakistan**
Graduation in Engineering
CGPA 3.96/4.00
2018
- Punjab Board of Technical Education Lahore,Pakistan**
DAE in Civil Technology
Marks Percentage 91%

2014

- **Government College Chichwatni, Pakistan**
Office Management Course OMC
Grade A+
2011

TECHNICAL SKILLS

- Microsoft Office
- Operations Management
- Telesales
- Accounts and cash handling
- Administration skills
- Customer services
- Time Management
- Leadership Qualities
- Excellent Communication skills

ACHIEVEMENTS & AWARDS

- Talent Award 2013&16 by JTI Pakistan
- PEEF Scholarship holder 2014-2018 by Govt of Pakistan
- Best Student Award 2012 by AICT Pakistan
- Ranked no 1 in university in batch of 2014-18 with cgpa of 3.96/4.00
- Included in the top 10 of Punjab Board of Technical Education in 2014

ACTIVITIES

- Social Media
- Current Affairs Debating
- Sports activities
- Enrolled in various Online Courses

INTERESTS

- Sales Executive
- Customer Care Services
- Operations and Coordination

REFERENCE

Reference will be given on demand - ""

DECLARATION

I solemnly declare that the information furnished above is free from errors to the best of my knowledge and belief. Waiting for your positive response.