

Adan Malik

Marketing & Sales Coordinator

Sharjah

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To find a challenging position and work in a growth-oriented environment to meet my competencies, capabilities, skills, education and experience.

Work Experience

Marketing & Sales Coordinator

Pizzaro U.A.E (Q Gourmet)

June 2018 to July 2019

Key Responsibilities:

- Coordinate with the outlet staff including Area Managers of Dubai, Sharjah, Abu Dhabi and Al Ain, 16 outlets all over UAE and keep them updated with all the discounts or any promotion we have launched or are launching.
- Come with new and innovative ideas for launching and marketing a new discount or promotion offer.
- Prepare Purchase Request and ICT forms.
- Prepare monthly reports, Sales and Discounts.
- Check daily reviews on various social media apps and sites like Facebook, Instagram, Zomato, Talabat for Pizzaro UAE and manage the verified Pizzaro account for Facebook and Instagram.
- Coordinate with the Call Centre team with providing a script whenever a new promotion is launched and how to convey the message to the guests.
- Overlooking various marketing promotions and projects.
- Overlook the SMS Campaigns and send SMS to our database and various other databases for any new marketing promotion or special offer.
- Manage the Company website by editing menu, prices, promotions etc.

Relationship Manager/ Wealth Advisor

Damac Properties

December 2017 to May 2018

Duties & Responsibilities:

- Call clients/leads generated from Damac stands all over Dubai.
- Confirm with the clients if they are interested in any property.
- Fix up the client meetings and showcase them the properties.
- Achieve the targets assigned every month with MTD (meetings to date).
- Have achieved sales worth up to AED 4.7 million.

Business Development Executive/Tele Sales

Channel Partner of du Telecom

November 2015 to July 2017

Duties & Responsibilities:

- Lead generating prospective customers via telephone or approaching them through emails.
- Proposing them the different business plans and handsets offered by Du.
- Fixing an appointment for a face-to-face meeting.
- Regularly do follow-ups.
- Updating the sales pipeline tracker as well as the customer database.
- Achieve the monthly/quarterly sales target.
- Close the lead and bring all the relevant documents for order submission.
- Solve the customer queries and provide them with excellent after-sales service.

Business Consultant Executive

Amaal Group

April 2013 to September 2015

subsidiary of Belhasa

International)

Duties & Responsibilities:

- Cold calling prospective customers via telephone or approaching them through emails.
- Proposing them the different business plans and handsets offered by Du.
- Fixing an appointment for a face-to-face meeting.
- Regularly do follow-ups.
- Updating the sales pipeline tracker as well as the customer database.
- Achieve the monthly/quarterly sales target.
- Close the lead and bring all the relevant documents for order submission.
- Solve the customer queries and provide them with excellent after-sales service.

Store In-charge/Assistant Supervisor

Company LLC - Dubai

March 2011 to March 2013

U.A.E

- Maintain day to day to sales.
- Do random outlet checking's to see whether they comply with the standards of the hygiene as per the UAE Municipality standards.
- Train new recruited staff and keep track of the sales each outlet is doing assigned under you.

Personal Banker Consultant/Customer Service Officer

Royal Bank of Scotland - Karachi, PK

May 2006 to September 2008

Pakistan

- Opening new client current and saving accounts.
- Maintain client relationship.
- Solve client issues as required.
- Provide the best customer service as possible.
- Achieve the monthly target as given.

Education

Bachelor of Business Administration in Marketing/Finance

Preston University - Karachi, PK

2008 to Present

O-levels in EXTRA COURSE

The Hampton School - Karachi, PK

2004

A-Levels

South shore School - Karachi, PK

Princeton - Karachi, PK

Skills

Confident (10+ years), Excel. (5 years), Excellent written (10+ years), EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS (10+ years), MS Office (5 years)

Additional Information

SKILLS & EXPERTISE

- Excellent written and verbal skills.
- Excellent sales skills: determined and consistent in achieving sales target.
- Confident and dedicated.
- Good knowledge of MS Office including Outlook & Excel.
- Excellent typing skills.