



Professional Summary

Experienced Sales, Marketing, and Administration manager with extensive IT experience. Skills include customer knowledge, communication, social media management, digital advertising, teamwork and negotiation.

Nadeem Akhtar

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Date of birth:

1969.05.02

Citizenship:

Pakistan

Current Residence:

UAE

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Skills

- Multitasking
- Project Management
- Lead Generation
- Business Development
- E-Commerce
- MS office

Language

English – Fluent

Academic Qualification

Al Khair University
Master in Computer Science (2003)

University of the Punjab (1991)
Bachelor of Science

Work Experience

Gulzar Ahmed Nawab Alum & Glass- UAE Sep2020 till today Sales & Marketing Manager

- Communication with customers via social media, telephone and email.
- Planning, Prioritizing and Scheduling of the team's activities.
- Creating a Portfolio of the customers.
- Active Sales of the Company Products.
- Maintaining a good relationship with the key customers.
- Conducting negotiations with the customers and closing the deals.

Dubai Glass Industry-Dubai, UAE Mar2020- July2020 Sales Manager

- Creating and setting a business strategy for the designated market.
- Made 30/40 calls daily in the formation of a robust prospect database.
- Present the company to potential clients.
- Bring new clients and sales.
- Show the samples to the clients, and discuss the Price, Quality and other features of the product.

Al Maghrib Engineering-Sharjah, UAE 2005-2018 Sales and Administration Manager

- Proactively communicate via telephone, email and in person.
- Successfully create a business from new and existing customer Leads.
- Site visits for the estimation cost of the project.
- Prepare Quotations and negotiations on prices.
- Responsible for internal and external communication.
- Support for general office tasks & administration processes.