

CURRICULAM VITAE

MOHAMMAD ZUHAIR IRFAN

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Dubai, U.A.E



Objectives

Looking for a long term association with people oriented organization where individual skills, talent, honesty and hard work is acknowledged and conducive work environment is provided and to work for an organization which provides me the opportunity to improve my skills and knowledge whilst working sincerely, loyally and efficiently, to grow along with the organization.

EDUCATION:

O-Level from Grammar school, Dubai U.A.E 2001 – 2012

Secondary From G.L.C (Global Learning Centre) Ajman U.A.E 2013 – 2014

Diploma in Graphic Designing from Shaw Academy, Ireland online 2017

Work Experience:

Worked as a Sales Executive in Digital Marketing for Xpertise Creative Studio for 5 months in 2019

(Job Description)

- Presented and clearly explained marketing options to clients based on their needs and goals.
- Prepared necessary paperwork to process marketing sales and renewals.
- Developed productive working relationships with clients and potential clients.
- Promoted client retention through high-quality service and follow through.

Worked for Al Noor Advertising Company as a Graphic Designer for 12 months in 2017

(Job Description)

- Coordinating and designing jobs from sales team and customer directly.
- Dealing with customer enquiries face to face, over the phone or via email.
- Completing jobs on assigned time.

Worked as a real estate agent for 14 months from 2016 till 2017

(Job Description)

- Obtaining listings of properties for sale.
- Marketing the property.
- Seeking out and introducing buyers.
- Offering advice on current market conditions.
- Arranging and overseeing inspections.
- Negotiating the sale.
- Liaising with legal representatives.

Worked for Aquarius Advertisement Company as a Business Sales Executive for 6 months in 2016

(Job Description)

- To focus and achieve our sales target.
- Servicing existing clientele and generating new clients-initiating job order to closure.
- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Reporting sales performance to SIC/ Area Manager.
- Developing & maintaining successful business relationships with all prospects.
- Identifying what customers want.

Worked for Stream Line Integrated Marketing Solutions as a promoter for 12 months in 2015

(Job Description)

- Generating public interest.
- Member of training program.
- Target maximum number of customers.
- Taking care of stocks.
- Working with large crowds and potential of retail sales(as in Barni mascot).
- To make sure the stall is neat and clean.

Extra qualifications

- Internet Browsing (*E-Mail, Search, other Internet Uses*).
- Microsoft Office (*Word, Excel, PowerPoint*).
- Adobe Illustrator.
- Adobe Photoshop.
- 3D Max.

Personality traits

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Excellent communication skills in written and verbal both.
- Ability to work as individual as well as in group.

PROFILE:

Reliable, Trustworthy, Fast learner. Able to work on own initiative or as part of a team.

Personal Details

Date of birth: 18-Jan-1996

Religion: Islam

Languages: Read & Write English – Fluently

Speak Urdu – Fluently

Nationality: Pakistan

Email: mzuhair791@gmail.com

Visa Status: Visit Visa

REFERENCES Available upon Request

DECLARATION: I hereby declare that all the information furnished above is absolutely true to best of my knowledge