



TAYYAB SALEEM

Nationality: Pakistani

Phone: (+973) 33825371

Date of birth: 01/01/1988

Gender: Male

Email address: farhansaleem3@gmail.com

Address: Manama, (Bahrain)

ABOUT ME

Focused and result-driven FMCG sales representative with a track record of exceeding given sales targets by a solid margin: profound ability to maintain an updated knowledge pool regarding various products. A highly persuasive individual with proved communication and interpersonal skills, fully knowledgeable of Bahrain Market.

WORK EXPERIENCE Sales Executive

Mobitel Arai Trading [01/05/2018 – Current]

City: Manama

Country: Bahrain

(Rema Plastic / Loyal / Pass Liquid)

- Keeping in contact with existing customers in person and by phone
- Making appointments with and meeting new customers
- Agreeing sales, prices, contracts and payments
- Meeting sales targets
- Promoting new products and any special deals
- Advising customers about delivery schedules and merchandising
- Recording orders and sending details to the stores
- Preparing weekly and monthly sales reports

Sales Executive

Foosco - The Food Supply Company [01/03/2016 – 30/04/2018]

City: Manama

Country: Bahrain

(Mega Chips)

- Meeting or exceeding sales goals.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective customers.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from customers.
- Preparing and submitting sales contracts for orders.
- Visiting customers and potential customers to evaluate needs or promote products and services.
- Maintaining customer records.
- Answering customers questions about credit terms, products, prices and availability.

EDUCATION AND TRAINING

Higher Secondary School

Graduation B.A

Address: (Pakistan)

LANGUAGE SKILLS

- Maintaining good relationship with the existing customers.

Mother tongue(s): **Urdu** Other

language(s):

English

Hindi

LISTENING C2 READING C2 WRITING C2

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2 SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Arabic

LISTENING C2 READING A1 WRITING A1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C2

DIGITAL SKILLS

Digital Skills: Digital Marketing / Data Analysis Data Validation Data Cleansing / Microsoft Office / Organizational and planning skills / Microsoft Powerpoint / Microsoft Excel / Good listener and communicator / Team-work oriented / Decision-making / flexible