



Bilal Shafqat Minhas

Bachelor's in commerce

Sales Executive

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Email Address: bilalsminhas84@gmail.com

Fathers Name: Shafqat Mahmood

Visa Status: Valid Employment Residence visa

Work Experience inside UAE : 9 Years

License: Having valid UAE driving license

Joining : I can join immediately

Area of Expertise

Sales Executive

Sales Coordinate

Sales Merchandiser

Sales Promoter

Marketing Executive

Business development Executive

Customer Services, Front Desk help , Receptionist

Complain & Suggestion Department , Call centre

Logistics, Warehouse keeping

“Career Objective” I am looking a challenging position in a respectable organization where I can utilize my Knowledge, Expertise & Excellent skills for the benefit of Company

“JOB EXPERIENCE IN UNITED ARAB OF EMIRATES”

- **Rapid Hotel Supplies Middle East (2020 till Continued)**
- Position : Sales Executive
- **Emirates Secretarial Services Inside Karama medical center DHA (2012-2018)**
- Position : Customer Services Representative/ Sales Business development
- **Seashore Systems Solutions Fze (2018-2020)**
- Position : Sales & Marketing Executive

“JOB EXPERIENCE IN PAKISTAN”

◆ Bello Interior Hotel Supplies(2010-2012)

Position: Sales Manager Showroom

◆ Al Miraj Foods co (2008-2010)

Position: Sales, Customer Services

Duties & Responsibilities working as Sales Executive & Customer Service ”

- >Implementing and execute all sales objectives and action plans to reach and exceed targets
- >Maintaining and updating the sales record
- >Discusses products offered and ensures customer satisfaction
- >Formulate corporate offer letters and yearly contracts and any other required business correspondence
- >Accurately captures customers information and feedbacks
- >Creating and maintaining Sales reports
- >Maximize up selling opportunities by proposing additional events and activities
- >Working closely with team in setting up guest preference / request
- >Performing other related duties as requested by management
- >Handling customers complaints or other issues in a very good manner
- >Generating sales leads through telemarketing , and good customer services skills
- >Records action taken and modifications done during the phone transactions
- >Briefing the clients regarding the new product launched in company
- >Understanding the nature of the industry and market changes
- >Providing feedback to the customers on changing any marketing conditions
- >Answered multiple line phone system and assisted the clients
- >Attending office meetings whenever scheduled

“Abilities & Skills”

Microsoft Office (Word, Excel, Power Point & MS Access) Internet & Emails

Using Headphones Knowledge of Product & Services , Live Chat ,Mathematics, Microphone ,Closing Ability ,Conflict Resolution ,Creativity, Decision-Making, Focusing, Leadership, Negotiation ,Politeness, Positivity, Quick Thinking Responsiveness, Staying Cool in Under Pressure, Time Management, Up-Selling, Having Extensive Business Developing Experience, Neat and well-groomed appearance ,Excellent written and verbal communication , Excellent skills in English,Arabic,Urdu,Hindi,Punjabi languages, Having team working skills, Ability to work under-pressure