

# AFAQ GHAFOOR

## Sale Executive

### CONTACT

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### EDUCATION

- 2022  
PUNJAB UNIVERSITY – LAHORE
  - Graduation
- 2016  
GOVT HIGH SCHOOL
  - Matric
  - GPA: 3.2 / 4.0

### SKILLS

- Team Collaboration & Leadership
- Public Relations
- Customer Service
- Effective Communication

### LANGUAGES

- English: Fluent
- Urdu: Fluent
- Hindi: Fluent
- Arabic: Basic

### PROFILE SUMMARY

Detail-oriented Sales Agent and Inventory Coordinator with over 4 years of experience in customer service, sales, and inventory management. Adept at engaging customers, optimizing sales, and managing inventory processes. Proven ability to work effectively in fast-paced environments while ensuring accuracy and delivering excellent service. Strong communication skills, teamwork abilities, and proficiency in data entry.

### WORK EXPERIENCE

#### Bareera Restaurants – Saudi Arabia 2023

##### Cashier & Inventory Coordinator

- Efficiently handled all cash and card transactions, ensuring accurate end-of-day reconciliation.
- Monitored and managed inventory levels, coordinating with suppliers to maintain stock levels.
- Utilized inventory management software to track stock, reduce shrinkage, and forecast demand.
- Assisted in order placement and ensured seamless supply chain operations.

#### Candyland – Pakistan 2021

##### Sales Executive

- Managed a sales portfolio, increasing revenue through client relationship building and customer service.
- Conducted market analysis to understand customer needs and preferences.
- Processed sales transactions and maintained accurate documentation for reporting and audits.
- Assisted in merchandising and promotional efforts to drive product visibility and sales.

#### Ibex Call Center – Pakistan 2020

##### Sales Agent

- Consistently met and exceeded sales targets through strategic selling and upselling techniques.
- Engaged in customer outreach and lead generation, ensuring product knowledge and client satisfaction.
- Maintained accurate records in the CRM system, ensuring data integrity.
- Worked collaboratively within a team to increase customer retention and sales conversions.