

# KHALID ABBAS

SALES EXECUTIVE

## CONTACT

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Doha

## EDUCATION

BACHELOR OF ARTS

Karachi university

2015-2017

MASTER IN LAW-L.L.B

2018-2020

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Arabic (Basic)

## PROFILE

Results-driven and consistent salesperson with exceptional analytical and forecasting abilities and commitment to teamwork. Dedicates time to helping and communicating with customers to build trust and develop long-term working relations. Listens and attends to feedback from both customers and supervisors.

## WORK EXPERIENCE

### Selteq IT Islamabad

2021-2024

- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Preparing and sending quotes and proposals.
- Meeting, daily, weekly and monthly sales targets
- Participating in sales team meeting and differ events
- Handling Customers questions ,Inquiries and complaints
- Building and maintaining CRM database
- check the quantities of goods on display and in stock

### BONANZA Islamabad

- make accurate, rapid cost calculations and providing customers with quotations
- negotiate on price, costs, delivery and specifications with buyers and managers
- Conduct market research to identify selling possibilities and evaluate Customer needs
- Confident communicator with outstanding presentation abilities
- Expert in MS office (Word,Excel,Power Point)
- Negotiates Pricing and contracts to close sale deals
- act as a contact between a company and its existing and potential markets
- Maintain sales records and provide quarterly sales reports.

## REFERENCE

### Selteq IT Islamabad

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