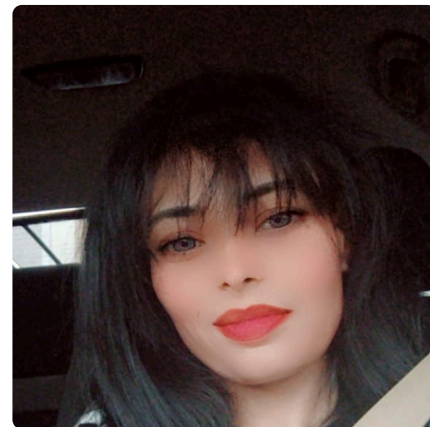


Quratulain Nisar

Sales Executive



Summary

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

Education

Master of Business Administration (MBA)

from [Hazara University Mansehra](#)

fieldStudy – Aug 2014

Jan 2016.

Bachelor of Commerce (BCom)

from [Hazara University Mansehra](#)

fieldStudy – Apr 2012

Apr 2014.

Diploma Of Commerce

from [Government College Of Technical Education Pakistan](#)

fieldStudy – Mar 2010

Apr 2012.

Experience

Hezkert.Com

from [Sales Executive](#)

Jan 2024 – Continue

meeting with clients virtually or during sales visits. demonstrating and presenting products. establishing new business. maintaining accurate records. attending trade exhibitions, conferences and meetings. reviewing sales performance. negotiating contracts and packages..

Easses International Immigration Company

from [Telle Caller](#)

Jan 2023 – Dec 2023

help their clients achieve their business goals by providing expert advice in their field of proficiency. They work with their clients and advise them on matters such as business development, finance,

Contact

Email:

ainikhan339@gmail.com

Phone:

70483106

Nationality:

Pakistani

Gender:

Female

Skills

Adaptability

★★★★★

Communication Skills

★★★★★

Creativity

★★★★★

Critical Thinking

★★★★★

Customer Service

★★★★★

Decision Making

★★★★★

Leadership

★★★★★

Presentation Skills

★★★★★

Problem Solving

★★★★★

Research Skills

★★★★★

Ability to give and receive feedback

★★★★★

Ability to delegate and empower

marketing, sales, operations, customer service, accounting and financial planning, among other.

Alex International Immigration Company Pakistan

form [Sales Representative](#)

Mar 2021 – Dec 2022

Sell the services and solutions that the company/manufacturer offers. Maintain and grow a strong client base. Find new business opportunities and maintain a healthy pipeline for future deals..

Muslim Commercial Bank Pakistan

form [Administrative Assistant](#)

May 2019 – Dec 2020

Secretaries and administrative assistants help an organization run efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. They also may negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries..

Meezan Bank Limited

form [Hr Assistant](#)

Apr 2018 – Dec 2019

Enthusiastic recent graduate seeking an entry-level HR assistant position. Committed to supporting HR processes and contributing to a collaborative and dynamic HR team. Strong organizational and communication skills, with a focus on attention to detail..

★ ★ ★ ★ ★

Ability to multitask

★ ★ ★ ★ ★

Ability to work independently and as part of a team

★ ★ ★ ★ ★

Ability to work under pressure

★ ★ ★ ★ ★

Achievement orientation

★ ★ ★ ★ ★

Language

English

Urdu

Hindi

Arabic