

# UMAIR TAHIR (Sales& Marketing Coordinator)

+923258500058

Tahirumair197@gmail.com



## Career Objective:

I can prove to be a valuable asset for the company. I am proactive thinker and have problem-solving attitude and honesty and dedication is my priority. I am open minded and liberal to learn activities vital for improvement. I am willing to take the risk and think something out of the black box. Motivate my subordinates and lead them to get maximum efficiency.

## Work Experience:

### E City General Trading Llc



#### Sales Executive

E-City General Trading LLC is a company incorporated during the year 2008 with its headquarters in Dubai, United Arab Emirates.

It is a part of the Al Batha Group of Sharjah, which is one of the largest private business groups in the UAE, consisting of more than 20 autonomous companies in the diversified sectors of automobiles, pharmaceuticals, contracting, manufacturing, electronics, FMCG, real estate, education.

#### Responsibilities

- Achieving sales target relevant to mobile phones and mobile accessories including power bank, screen protector and back covers.
- Maintaining display of laptops of various brands including Acer, HP, Dell and Lenovo.
- Managing the sales of portable speakers and Bluetooth handsfree.
- Attending the inquiries of customers and providing customer service to the prospects.
- Increasing the sales of In One and Marvo brand to increase the profit margin of store.
- Maintaining the inventory of all SKUs in the store and keeping the stock updated.

## Marketing Executive

### Mobilink

Market leader in telecommunication service provider in Pakistan.

The network claims to be the first GSM-based mobile operator in South Asia.



#### Job description

- Meeting sales Target through Direct Marketing and Sale Promotion.
- Handling the sales of Mobilink Postpaid and Prepaid Sim cards
- Handling the portability of Sim Cards from other networks to Mobilink.
- Establishes, develops and maintains business relationships with current customers and prospective customers to generate new business.
- Demonstrate and provide information on promoted products/services.

## Customer Service Executive

### TRG Pakistan

The Resource Group Pakistan, known as TRG Pakistan, is a Pakistani venture capital company which

invests in business process outsourcing companies and is based in Karachi, Pakistan. It was founded in 2002. The company is owned by TRG International and about 86% of the revenue is earned from Ibex.



### Job description

- Making calls to dedicated clients in US.
  - Selling health plans to the US citizens.
  - Communicating with the clients and offering solutions to their problems.
  - Maintaining good customer service relation with the clients.
  - Forwarding the qualified prospects to the licensed agents in the US.
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### Professional Skills

- Attaining sales within the deadlines.
  - Excellent and effective team member.
  - Maintaining strong corporate relationship with customers.
  - Excellent communication and negotiation skills.
  - Strong relationship with customers in short time.
  - Always searching for innovative and latest techniques for sales enhancement.
  - Ability to identify client's needs suggests appropriate solutions establish and maintain productive relationships.
  - Ability to conduct independent research and analysis identifying issues formulating opinions and making conclusions and recommendations or decisions where appropriate.
  - Identifying the potential market and prospects for market growth.
  - Mastery of Microsoft Office programs (Word, Excel, and PowerPoint).
  - Ability to work with several operating systems, including Windows, Mac OSX and Linux.
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### Academic

#### Qualifications

- **MPhil in business management(marketing),MBIT**, University of the Punjab,Lahore2014
- **Graduation in business management(marketing),BBIT**,University of the Punjab,Lahore2012
- **Intermediate In Science**, Board of Intermediate & Secondary Education, Lahore 2008
- **Matriculation In Science**, Board of Intermediate & Secondary Education, Lahore2006

#### Achievements

- Ielts academic 7.5 band
  - Increased market share of Mobilink from 30% to 40% in Sheikhpura
  - Achieving sales target regarding the market of the US campaign.
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