

Imran Khan

03702750920/Whatsapp number/03141281837
ikma059058@gmail.com
L1029 sector 5D surjani Town Karachi Pakistan

Dear Hiring Manager,

I am writing to express my interest in the Sales Executive position at your esteemed organization. With over 8 years of experience working at Al Jazeera in Saudi Arabia and additional hands-on retail sales experience at Food Mart in Karachi, Pakistan, I bring a strong background in customer service, sales strategies, and product marketing.

During my time at Al Jazeera, I was responsible for managing customer relations, ensuring smooth daily operations, handling cash and inventory, and helping the store achieve its monthly sales targets. I built strong customer trust and improved repeat business through personalized service and professional behavior.

At Food Mart, I further strengthened my skills in sales promotions, product knowledge, POS handling, and shelf management. My ability to communicate effectively in both Arabic and English helped me deal with diverse customers and provide excellent service.

I am confident that my experience, dedication, and strong work ethic make me a suitable candidate for your team. I am eager to contribute to your company's growth and provide customers with a high standard of service and satisfaction.

Thank you for considering my application. I would welcome the opportunity to discuss how I can be a valuable addition to your sales team.

Sincerely,
Imran Khan



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OBJECTIVE

To obtain a challenging position as a Sales Executive, where I can utilize my 8+ years of experience in sales, cashiering, and customer service to drive product promotion, achieve sales targets, and enhance customer satisfaction. I aim to contribute to business growth through effective communication, persuasive selling techniques, and a strong commitment to service excellence. Fluent in English, Urdu, and Arabic, and experienced in Gulf retail environments, I am confident in my ability to perform well in a fast-paced, customer-focused setting.

EXPERIENCE

May
2012 -
May
2018

- **Sales & Marketing Executive / Cashier**

Al Jazeera Private Company – Saudi Arabia
Handled customer transactions efficiently using POS systems.

Promoted and sold various company products to walk-in and returning customers.

Built strong customer relationships to improve satisfaction and loyalty.

Maintained accurate cash handling and daily sales reports.

Assisted with inventory management and product displays.

Achieved sales targets and contributed to monthly revenue growth.

January
2021 -
March
2024

- **Cashier & Sales Executive**

Karachi Food Mart
Greeted and assisted customers in finding desired products, improving customer satisfaction.

Managed product displays and ensured proper stock levels on shelves.

Promoted special deals and upsold products to increase daily sales.

Handled cash and card transactions accurately through POS system.

Maintained cleanliness and organization of the sales floor.

Provided product knowledge to customers and resolved complaints professionally.

Coordinated with warehouse staff to ensure timely stock replenishment.

Helped in achieving monthly sales targets and store goals.

EDUCATION

2003

- **Matriculation from Sindh Board of Secondary Education Karachi.**

Azeem children public schools.
B

2005 To
2010

- **Diploma in Business Administration 2 year diploma in computer operate system.**

Pak college
B

SKILLS

Excellent communication and interpersonal skills Strong sales and marketing abilities Customer relationship building and retention Point-of-Sale (POS) system operation Cash handling and transaction accuracy Product promotion and upselling techniques Inventory management and stock control Teamwork and collaboration in a retail environment Problem-solving and complaint resolution Basic computer skills (MS Office, Email, etc.) Time management and ability to work under pressure Languages: Fluent in English, Urdu, and Arabic

80%

LANGUAGES

- English, Arabi And Urdu.