

AYAZ AHMED SHEIKH

QATAR - FREELANCE VISA APPLIED - 1 YEAR VALIDITY.

Dedicated Virtual Assistant with 3 Years at Ninety9 Capital | Sales Experience overseas | High School Diploma | Proficient in CRM, Email & Calendar Management, and Data Entry, Customer Services | Eager to Bring Top-Tier Organizational and Multitasking Skills to Your Team

Tel +92345 8567135 - Email - a.ahmedsheikh89@gmail.com Home - Karachi, Pakistan

Ninety9 Capital – Dallas, Texas

Virtual Assistant – 2022 – 2025

- ✓ Successfully collaborated with U.S.-based companies in lead generation and administrative roles for 3 years.
- ✓ Proven ability to work independently with minimal supervision, maintaining high motivation and performance after clear instructions.
- ✓ Diligently managed and updated property and company records, ensuring accurate buyer information and details in spreadsheets on a weekly and monthly basis.
- ✓ Skilled in researching and extracting active and accurate details from multiple forums to meet client requirements.
- ✓ Embraced new and challenging tasks, showcasing adaptability and a commitment to professional growth and skill enhancement.
- ✓ Recognized as the Best Performer over a six-month period within the department, reflecting outstanding contribution and dedication.
- ✓ Manage and prioritize email correspondence to ensure timely responses.
- ✓ Schedule appointments and maintain an organized calendar for efficient time management.
- ✓ Perform data entry and database management to keep information accurate and up-to-date.
- ✓ Handle customer inquiries via phone, email, or chat with professionalism and courtesy.
- ✓ Prepare and edit documents, reports, and presentations to support business operations.
- ✓ Conduct internet research to gather information for projects and decision-making.
- ✓ Utilize various software and online tools to complete virtual tasks efficiently and effectively.

Nested Solution – Ajman - UAE

Sales Executive – 2022 – 2025

- ✓ Developed and executed strategic sales plans to meet and exceed company targets.
- ✓ Built and maintained strong, long-lasting customer relationships to foster business growth.
- ✓ Identified emerging markets and market shifts while being fully aware of new products and competition.
- ✓ Negotiated contracts with prospective clients to secure long-term revenue streams.
- ✓ Conducted market research to identify selling possibilities and evaluate customer needs.
- ✓ Collaborated with team members to achieve better results and drive team success.
- ✓ Participated in industry conferences, trade shows, and networking events to build business.
- ✓ Utilized CRM systems to keep detailed records of all sales activities and customer interactions.
- ✓ Monitored sales metrics (e.g., monthly, quarterly sales results and annual forecasts) to ensure targets are met.

SKILL Management

- ✓ Email Management
- ✓ Calendar Management
- ✓ CRM Software use
- ✓ Origination Skills
- ✓ Time Management
- ✓ Report Generation
- ✓ Invoice Processing Customer support
- ✓ File Management
- ✓ Data Management
- ✓ Research Skills

Languages

English – Advance Mid- Level

Hindi – Advance Mid- Level

Urdu – Superior/Native

Pakistan Driving License – Car/Motorcycle

Married – 2 Children