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DUBAI



India

EDUCATION

Bachelor of Arts:

Language

Veer Bahadur Singh
Purvanchal University,
Jaunpur, Uttar Pradesh,
India, May 2022

LANGUAGES

English, Hindi, Urdu:
Native language

JAWED AKHTAR

PROFESSIONAL SUMMARY

Imaginative professional equipped with creating and managing marketing campaigns. Proficient in designing cost-effective budget to meet targets. Dedicated to raise brand awareness of products and services to incur leads and followers.

WORK HISTORY

April 2020 - February 2023

M.K. Distributor (Ultra Tech Cement Pvt. Ltd) - Sales & Marketing Executive, MAU, INDIA

- Carried out active selling from initial customer greeting.
- Helped customers obtain specialized help for refunds and exchanges.
- Analyse customer data and campaign performance to drive improvements.
- Proofread marketing collateral to guarantee accuracy.
- Trained high-performing marketing and sales teams.
- Assisted customers with product selection and sales, recommending items to increase transaction value.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Received and processed product returns.
- Guaranteed high levels of customer satisfaction through product knowledge and attentive service.
- Resolved customer complaints and process issues with proactive problem-solving skills.

SKILLS

- B2B sales
- Excellent timekeeping
- Retail marketing
- Customer assistance
- Self-motivated
- Sales documentation
- Sales strategies
- Sales tracking