

# MUHAMMAD EHTSHAM SUBHANI

CONTACT : [+971567825973](tel:+971567825973)

Email: [ehtshamsubhani24@gmail.com](mailto:ehtshamsubhani24@gmail.com)

Address: Dubai, United Arab Emirates

Qualification: Graduated (Msc Mathematics)

A talented professional skills and experience in business and customer service seeking a career with a dynamic environment where I can learn new things and get a chance to realize my potentials. Graduate with excellent research technical and problem solving skills. Detail oriented and able to learn new concepts quickly. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills. Experienced in data entry and handling money. Can quickly memorize product details and build customer relationships. Outgoing and friendly with strong drive to succeed. 4+ years of experience in managements, administration, and team supervision. Proven ability to manage records, payments, invoices, and worker salaries. Skilled in leading teams of 40-50 workers, ensuring efficient work allocation and timely salary disbursement. Seeking a challenging role in administration, sales, supervision, management, or accounting where my skills and experience can be leveraged to drive success.

## EDUCATION

### ✧ MASTER OF SCIENCE IN MATHEMATICS: MSC MATHEMATICS

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY- MIRPUR, AJ&K (20250)

### ✧ BACHELOR OF SCIENCE IN MATHEMATICS: ASSOCIATE DEGREE IN SCIENCE DOUBLE MATH & PHYSICS: MATHEMATICS.

UNIVERSITY OF CENTRAL PUNJAB – KHAYABAN-E-JINNAH ROAD JOHAR TOWN LAHORE

### ✧ HIGH SECONDARY SCHOOL: COMPUTER SCIENCE AND MATHEMATICS

PUNJAB GROUPS OF COLLEGE MIRPUR AZAD KASHMIR – NEW CITY MIRPUR DISTRICT MIRPUR AZAD KASHMIR

### ✧ SECONDARY SCHOOL MATRIC: SCIENCE

GOVERNMENT HIGH SCHOOL KHUIRATTA – KHUIRATTA, KOTLI, AZAD KASHMIR

## WORK EXPERIENCE

### SALES DEMONSTRATOR: AL BUKHARI CARGO TRANSPORT LLC DUBAI, UNITED ARAB EMIRATES (CURRENT)

Currently working as a Sales Demonstrator in Al Bukhari Cargo Transport LLC. Responsible for planning and supervising shipments, Scheduling Routes, Tracking Orders, And ensuring proper storage and Distribution of products and monitor Transportation costs, maintain records, and ensure compliance with shipping regulations

- ❖ Manage all aspects of transportation, including records, payments, and invoices
- ❖ Supervise a team of workers, ensuring efficient work allocation and timely salary disbursement
- ❖ Coordinate with others companies to secure work for our company
- ❖ Oversee workers salaries, labor records, and payments managements

## ACHIEVEMENTS

- ❖ Successfully managed a team of 50-60 workers, resulting in increased productivity and efficiency.
- ❖ Implemented effective payment and invoice management systems reducing errors improving cash flow.
- ❖ Developed and maintained strong relationships with clients and other companies.

## SKILLS

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- ❖ Excellent communication skills with fluency in spoken English
- ❖ Excellent written and verbal communication skills
- ❖ Quick and always eager to learn new technologies
- ❖ Ability to work independently or as part of a team
- ❖ Proven leadership skills and ability to motivate.

## RESPONSIBILITIES

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- ❖ Present, promote and sell products/services using solid arguments to existing and prospective customers
- ❖ Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- ❖ Establish, develop and maintain positive business and customer relationships
- ❖ Reach out to customer leads through cold calling
- ❖ Expedite the resolution of customer problems and complaints to maximize satisfaction
- ❖ Achieve agreed upon sales targets and outcomes within schedule
- ❖ Coordinate sales effort with team members and other departments
- ❖ Handle returns of merchandise
- ❖ Team up with co-workers to ensure proper customer service
- ❖ Build productive trust relationships with customers
- ❖ Comply with inventory control procedures
- ❖ Suggest ways to improve sales (e.g. planning marketing activities, changing the store's design)

## PERSONAL SKILLS

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- ❖ Excellent negotiating and skills resolving conflict
- ❖ Strong professional communication skills
- ❖ Intimate understanding of business and marketing processes
- ❖ Ability to learn product knowledge quickly and relay this complicated information to customers
- ❖ Problem solving, critical thinking and analysis
- ❖ Extensive history using phone and email professionally
- ❖ Familiar using office equipment effectively
- ❖ Ability to up sell on the majority of orders
- ❖ Strong time management abilities
- ❖ Implement standard closing techniques

## LANGUAGES

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- ❖ ☐ English
- ❖ ☐ Urdu
- ❖ ☐ Arabic

## REFERENCE

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Available upon request

## CERTIFICATION AND VERIFICATION

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- ❖ All educational documents attested and verified
- ❖ Character certificate from the police department

## DECLARATION

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I **Muhammad Ehtsham Subhani** declare that the information presented above is strictly binding on to me.