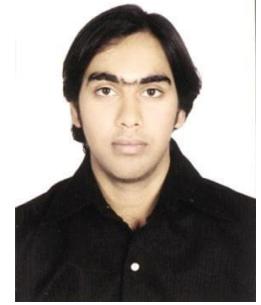


Resume



AHAD MUFTI

Mobile: +97470461248
E-Mail: ahadmufti1x@gmail.com

Objective

Suitable placement in your leading organization with opportunity for a Progressive career.

Work experience

[Organization: Black Scorpion Auto Parts L.L.C]

[Abu Dhabi]

[Job Title- Admin Assistant cum Debt Collector]

[Starting 2019] [End of Services 2021]

- Data Entry of Auto parts, Payment voucher and Desert survivor kit equipment's.
- Daily outgoing and incoming vehicles inspection.
- Making delivery notes, Invoice with Roll Over certificate.
- Submit delivery note with invoice to accounts department.
- Calling to follow up with credit and cash collection with accounts departments.
- Finalize and record keeping.
- General clerical duties photocopying, Faxing, Mailing and Filling.
- Other duties as assigned.

[Organization: Specialist Automatic Gates L.L.C]

[Abu Dhabi]

[Job Title- Sales Executive]

[Starting 2016] [End of Services 2018]

- Developing relationships with existing customers via meetings, telephone calls and emails.
- Making accurate, rapid cost calculations, and providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information and providing feedback on future buying.
- Making inquiries and purchasing with suitable prices (with different companies)
- Aiming to meet or exceed targets.

[Organization: Sage International]

[Abu Dhabi]

[Job Title- Sales Representative]

[Starting 2012] [End of Services 2014]

- Developing relationships with existing customers via meetings, telephone calls and emails.
- Making accurate, rapid cost calculations, and providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information and providing feedback on future buying.
- Making inquiries and purchasing with suitable prices (with different companies)
- Aiming to meet or exceed targets.

Educational Qualifications

- American High School Diploma - Passed High School XII in 2008

Computer Qualifications

- **Diploma** in MS-word, 2000 (MS-word, MS-excel, MS-PowerPoint)
- **Diploma** in computer hardware and software.
- Complete Knowledge about networking.

Skills

- Verbal and written skills and the ability to type 45 wpm
- Good communication skill
- Team coordination and group skills
- Ability to adapt to any working Atmosphere.
- Ability to work under pressure
- Pleasing telephone manners
- valid U.A.E driving license (Issue Date- 14/2/2010)

Personal Information

• Date of Birth	14th Nov 1985
• Fathers Name	Khalid Pervaiz
• Marital Status	Single
• Nationality	Pakistan
• Passport No	BS0579623
• QID	Valid for 1 years
• Languages Known	English, Urdu, Punjabi

A Promise to You

- A sincere and dedicated service of which your organization will be proud of.