



# HAFIZ ZUHAIB

## SALES EXECUTIVE CUM DRIVER

[moonraj722@gmail.com](mailto:moonraj722@gmail.com)

+971506409389  
Dubai, United Arab Emirates

License No: 4399617  
Manual Driving License

Seeking a challenging position in a dynamic organization of good repute offering prospects of Intellectual and creative growth in exchange of professional commitment with the aim to contribute towards organization success. Ability to manage sea and air cargo operations.

## WORK EXPERIENCE

### SALES EXECUTIVE

#### NOON LOGISTICS

08/2021 - 02/2023

DUBAI, UAE

##### Achievements/Tasks

- Manage sales accounts to achieve Company's overall sales objectives
- Generate sales opportunities by identifying appropriate business targets
- Learned the communication protocols with Australian client
- Manage existing accounts and seek new business prospect

### SALES EXECUTIVE

#### AAA FAIR DEAL

08/2019 - 07/2021,

DUBAI, UAE

##### Achievements/Tasks

- Strengthen relationship and build rapport with customers
- Provide professional and excellent level of customer service with existing and new customers
- Manage and ensure prompt payment by customers
- Effectively communicate with customers in a professional and friendly manner.
- Place Order and ensure timely delivery of goods to customers.
- Follow up enquiry of the customer through email, telecom.
- Strong ability to multi-task, prioritize and execute.
- Assist to manage the delivery driver team in ensuring drivers' proper compliance with all company rules, regulations and SOPs
- Bring issues affecting drivers to the attention of management and relevant department

## SKILLS

Client communication

Active Listening

Filing / paper management.

Maintain Customer cheques and deposit on date of cheques

Team player

Public Speaking and Customer Service

Leadership and Decision Making

Dedicated

Responsible

Dependable

## EDUCATION

### Bachelors Of Computer Science

The Allama Iqbal Open University

Pakistan

### INTERMEDIATE

PUNJAB COLLAGE SIALKOT

Pakistan

## LANGUAGES

English

Hindi

Urdu

Punjab