

Curriculum Vitae

PERSONAL INFORMATION



Muhammad Asad Rahim

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PERSONAL STATEMENT

A professional with over 3 years of experience in sales, IT Sales and distribution, marketing, Technical sales, Technical Support, business development, Social media marketing, events exhibitions, student recruitment, online marketing and merchandising.

WORK EXPERIENCE

- 19/07/2016-Present** **Client Service Executive**
Gerry's Group (Pakistan), Visa Drop Box
- 07/7/2015–19/07/2016** **IT Sales Account Executive**
CSLS Technology (USA), Dubai (United Arab Emirates) -IT Sales-Lead generation -Marketing in MENA region -Client Dealing-Deal Fixing
- 12/10/2014–17/10/2014** **Usher-Customer Service**
Sharjah E-Govt, Dubai (United Arab Emirates) -Ushering
-Customer Service
-Customer Support
-Dealing with VIP Arabic Clients
-Been Awarded a Certificate of Achievement
- 04/03/2014–22/07/2014** **Client Service Executive**
Brand links Events, Dubai (United Arab Emirates) -Client Dealing
-Customer Service
-Client Follow
Up -Marketing -
Promoting
- 04/05/2012–20/07/2013** **Customer Support Executive**
PTCL Telecommunication, Rawalpindi (Pakistan)
-Telesales-Online Support-Help Desk Support

EDUCATION AND TRAINING

04/11/2011–06/04/2013

HND Computing (Equivalent to 14 Years Ordinary B.Sc Degree)
Edexcel UK Board, Islamabad (Pakistan)

04/08/2009–06/08/2011

GCE A levels
Roots School System, Islamabad

11/06/2007–04/09/2009

Beconhouse School System, Islamabad (Pakistan)
MATRICULATION SSC YEAR 10

PERSONAL SKILLS

Languages Urdu, English and Basic Arabic

Communication skills

- Good communication skills gained through my experience as Customer Service agent In Gitex Technology week Dubai and working in various events across UAE and Pakistan
- Excellent contact skills with VIP Clients and various gained through my experience as working in Sales and Customer Facing Roles

Organizational / managerial skills

- Strong organizational skills
- Telephone inquiries specialist

Job-related skills

Active listening skills

- Seasoned in conflict resolution
- Sharp problem solver
- Energetic work attitude
- Customer service expert
- Dealing with Diverse Clients.
- Creative Problem Solver

Other skills

- IT Skills
- Computer Software and Hardware Knowledge
- MS Office
- Programming , Databases and Networking

