



NOMAN NAZAR

CONTACT

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📍 England Cluster International
City Dubai

EDUCATION

BBA (Hons)

Institute of Southern Punjab, Multan
2019
CGPA: 2.51/4.0

F.Sc Pre-Engineering (HSSC) Board
of DG Khan
2015
Marks: 562/1100

Matriculation (Science)

Board of DG Khan
2012
Marks: 624/1050

SKILLS

- Microsoft Office
- Administrative and organizational skills
- Time management
- Communication skills
- Multi-tasking & problem-solving
- Sales and marketing strategies
- Customer relationship management
- Leadership and team management

LANGUAGES

- English
- Urdu
- Hindi
- Arabic

ABOUT ME

To secure a challenging position in a dynamic organization where I can utilize my skills, contribute effectively, and grow professionally. Seeking opportunities to enhance my experience in a competitive corporate environment while adding value to the company's success.

WORK EXPERIENCE

15 Apr 2023-Jan 2025

Anware Madina Lilmafارشat LLC, International City Dubai

Salesperson

- Assisted customers in selecting products and handling inquiries.
- Maintained store inventory and updated stock records.
- Processed transactions and ensured smooth sales operations.
- Provided excellent customer service to drive sales.

2020 - 2022

Al Mubarak Real Estate, DHA Multan

Sales Executive

- Managed client portfolios and assisted in real estate transactions.
- Negotiated deals and contracts with buyers and sellers.
- Developed sales strategies to increase revenue.
- Maintained relationships with potential and existing clients.

06 Months

Black Stone Communication

Team Leader

- Supervised and motivated the sales team to meet targets.
- Conducted training sessions for new team members.
- Monitored team performance and provided feedback.
- Managed customer interactions and resolved escalations.

06 Weeks

Al Baraka Bank, DG Khan Branch

Internship

- Assisted in daily banking operations and customer service.
- Learned about financial products and services.
- Handled documentation and transaction processing.
- Provided support to senior banking staff.

REFERENCES

References will be provided on demand.