

# SUMA ADNAN KHAN

FLAT NO # 1003, AL YOUSUF BUILDING,

AL QASIMIYA, SHARJAH

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## PERSONAL INFORMATION

Passport no: LD4134722

DATE OF ISSUE: 24/01/2021

DATE OF EXPIRY: 23/01/2026

DOB: 15/10/1993

MARITAL STATUS: MARRIED

VISA STATUS: VISIT VISA

## PERSONAL PROFILE STATEMENT

I am an approachable, motivated and confident sales executive with the ability to excel sales targets and make a real difference in the organization revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with client, colleague and third party stakeholders.

## ACADEMIC DETAILS

B-COM (Bachelor in commerce) From Karachi University, 2015

## WORK EXPERIENCE

### SALES EXECUTIVE

Hassan & Mukhtar Company, Dubai, UAE

1 years' experience (2016-2017)

### SALES EXECUTIVE

MAJID AL FUTTAIM, Dubai, UAE

2 years' experience (2018-2020)

### TASK & RESPONSIBILITIES

- Responsible for assigned sales targets (monthly, quarterly, annually).
- Goals set for centers month on month, maintain relationship with target customers.
- Document collection, provide daily updated data to AD.
- Promoting brands, encouraging the sales through various promoting activities.
- Maintaining good relationship with client.
- Follow up for payment.
- Ensuring sales targets are met before the specified deadlines.
- Participating in meetings with the organizations board of directors.
- Maintain and developing relationships with existing customers in persons via calls and emails.
- Cold calling to arrange meetings with potential customers in persons via calls and emails.
- Recording sales and order information.
- Attending team meetings and sharing best practices with them.

### SKILLS

Work in team environment.

Communication skills

Decision making skills

Sales, marketing

### STRENGTH

Positive personality

Excellent at time management and organization great analytical skills

Good listening skills

Self-motivated

Able to work under pressure

Socially skilled

Creative problem solver

### TARGET

- Team lead for managing one of the largest storage accounts.
- Responsible for taking control of a stagnant relationship and drive future growth and higher product partnership.
- Listening to customers' requirements and presenting appropriately to makes sales.

## **ACHIEVEMENTS**

- The target which may company give me I was achieve like 60% at the end of the month.
- 1<sup>st</sup> class BCOM (bachelor of commerce)

## **DECLARATION**

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

## **REFERENCE**

- **NAME: MUSAB ALI**  
**DESIGNATION: SALES EXECUTIVE**  
**COMPANY: HASSAN AND MUKHTAR CO.**  
**CONTACT NO.: 0583095389**
- **NAME: KASHIF SULTAN**  
**DESIGNATION: SALES EXECUTIVE**  
**COMPANY: MAJID AL FUTTAIM**  
**CONTACT NO: 0555466002**