

ABDULLAH AHMED QURESHI

1-E-8/6, First Floor, Nazimabad, Karachi, PB H: 0335 2909011 | abdullahahmed9341@hotmail.com

SUMMARY

Results-oriented Senior Sales Executive with aptitude for customer service and account retention. Known professionally for mentoring sales personnel and promoting workplace morale.

SKILLS

- | | |
|--------------------------------|---------------------------|
| • Relationship selling | • Sales expertise |
| • Verbal/written communication | • Money handling |
| • Team player mentality | • Efficient sales Methods |
| • Time management ability | • MS Office |
| • Financial records analysis | |

EXPERIENCE

**10/Aug/2020 to
22/Jan/2021**

Quality Assurance Executive

Tribe Consulting (Pvt) Ltd. – Karachi, Sindh

- Interpret, build upon, and comply with company quality assurance standards
- Carefully maintain complaint and nonconformance processing through records and tracking systems, including root cause and corrective actions
- Document quality assurance activities with internal reporting and audits
- Develop new standards for production and design, with improvements as needed, and create testing protocols for implementation across all service lines
- Identify training needs and take action to ensure company-wide compliance
- Pursue continuing education on new solutions, technology, and skills

**16/Oct/2018 to
05/Feb/2019**

Territory Sales Officer

Parazelsus (Pvt) Ltd. – Karachi, Sindh

- Proactively identified and solved complex problems that impacted operations management and business directions.
- Administered all point-of-sale opening and closing procedures.
 - Maintained currency on industry trends and changes and participated in professional development opportunities to strengthen product and service knowledge.
- Advised customers in product selection and explained technical functions of mobile devices.

**06/Mar/2018 to
15/Oct/2018**

Whole Sale Order Booker

Apex Distribution & Marketing Pvt. Ltd – Karachi

- Diminished project gaps and ensured smooth work flow.
 - Exceeded sales goals using consultative sales talents and effectively explaining programs and services to generate interest.
- Monitored customer order process and addressed customer issues.

01/Nov/2017 to
05/Mar/2018

Spot Salesman

Mehran Progressive Distributors Pvt. Ltd – Karachi

- Updated database with customer and sales information.
- Managed order process for new and existing customers.
- Generated sales by cold-calling and closing prospects.
- Completed documentation for product and service sales.

EDUCATION AND TRAINING

ISO 9001 QUALITY MANAGEMENT SYSTEMS ASSOCIATE™
Skill Front Institute™

ISO/IEC 27001 INFORMATION SECURITY ASSOCIATE™
Skill Front Institute™

Certified Six Sigma Green Belt™ Certification
International Six Sigma Institute™

Master Business Administration in progress
Federal Urdu University — Karachi, Sindh

Bachelor of Commerce
NEWPORTS Institute of Communication & Economics — Karachi, Sindh

Intermediate
Meritorious Science College _ Karachi, Sindh

Matriculation
Saint Patrick's High School _ Karachi, Sindh