

Maria Mumtaz

A challenging career with a growing organization that seeks employees with the potential for growth and advancement.

House No R-05, Owais Homes
Block-19, Gulistan-e-johar
Karachi.

Contact: +92315-4887667
rme7804@gmail.com

EXPERIENCE:

AIMVIZ Technology — *Trainee sales and support*

Communication with foreign customers via email and calls.

collect the information regarding the video and website projects from front sales and then manage all the process till the project gets completed.

upsale to existing customers.

Adamjee Life Insurance — *Sales Consultant*

August 2019- August 2020

Generate leads from cold calling. Meeting with the prospects and demonstrating products. Help individuals, Families, Businesses, to select the appropriate plan/policies to minimize risk and prevent financial loss of health, life. Generating quotations, process applications, maintaining contact with clients, after-sales, and support

The Protectors — *Sales Executive*

June 2017 - July 2019

Responding to calls and emails of the customers. Follow up with the existing and new customers for providing support and information. Generating more business from leads provided by Company. Generating quotations on Quickbook, Record Keeping, meeting with customers during sales visits demonstrating and presenting products available at Showroom. Addressing customers' queries.

Bahria Foundation College — *Coordinator*

February 2013 - January 2017

Coordination with the academic staff, parents, and students.

Design curriculum and provide administrative support.

Schedule co-curricular activities accordingly. Meeting with teachers and design strategy to meet the objectives of the Organization. Provide support to the teachers, manage the schedule.

EDUCATION

SKILLS

- Team Player.
- Fast learner and passionate about sales.
- Strong verbal and written Communication Skills.
- CRM.
- Time Management.
- Rapport-building Skills.

LANGUAGES

English, Urdu.

University of Sindh, Jamshoro — *MBA (Human Resource Management)*.

January 2010 - June 2012.

University of Sindh, Jamshoro— *B.A (Economics)*

January 2007 - December 2009.