



# JAWAD HUSSAIN



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Union metro Station, Deira Dubai (UAE)

Date of Birth: 26 May 1992

## Objective

Highly motivated Sales Executive professional with extensive experience in Oil (Lubricants) field. Resourceful expert in engine oil (Diesel & Petrol), Gear oil, Hydraulic Fluid, ATF, Brake Fluid and Grease. Committed to strengthening customer experience & Directing to desirable merchandise and up selling to meet quota sales. Ability to maintain customer satisfaction by upholding high service standards. Developed reputation for personalised, high-quality service while demonstrating strong work ethic. Optimistic about my ability to perform the job and tenacious in achieving success.

## Work Experience

### Sales Executive

**LUK International Auto Spare parts LLC Dubai**

**15 Feb 2022-Present**

- Responsible to check the sales according to inventory.
- Represent the company Brand (Royal Super) properly in display in showroom.
- Export to all countries specially South Africa and Asia
- Collecting customer information and customer care.
- Generated new brand (Royal Super) awareness.
- Check the quantities of goods on display and inventory stock.
- Review own sales performance, aim to meet or exceed target.
- Gain a clear understanding of customer's business and requirements, and explaining about the quality of product.
- Preparing quotations and follow up the customer. Taking advance and handling cash receipt to customer.
- Deposits cash and CDC Cheque to bank in company account.
- Controlled all the sales related activities of showroom.
- Gain a clear understanding of customer's business requirements.
- Preparing invoices, Delivery note and communicate the supervision for delivery.
- Answering phone queries and complaints / return.

### Lawyer

**Khan Ghawas Law chamber, District Courts Mardan KP-Pakistan**

**Mar 2017-Jul 2020**

(High Court License No :**BC 17-7456**)

- Khan Ghawas Law chamber, District Courts .PK March /2017 to July/2020.
- Prepare and managed a 11 documents & courts Records.
- Arranged meetings, appointments and maintained all records and updates the clients.
- Ensure service and addressed and resolved all clients' issues.
- Managed Emails and Phone Calls.
- Updates the clients regarding court proceeding.
- Regular follows for payment collection.

## Education

### **Bachelor of Law**

University of Peshawar-PK

**2016**

### **Bachelor of Arts**

University of Peshawar-PK

**2013**

## Key Skills

- Products knowledge of all International Brands. (TOTAL, SHELL, DELO, CALTEX).
- Knowledge of all Latest Grades & Formulas API (SL, SN, SM, CH4, CI4).
- Administration support to the Management.
- Preparing and managing all sales Documents and records.
- Strictly Follow Rules and Regulations.
- Tally prime.
- Al Ameen software.
- MS Office Program, Adobe Photoshop, In Page etc.
- Follow up customers.
- Ability to solve Problems.
- Inventory management.

## Certificates

- Alternate dispute resolution.
- Appreciation High Court License Certificate.
- MS Office Certificate.
- AutoCAD Certificate.
- Driving License Certificate (PK).

## **References:**

Available upon Request