



Javed Jacob

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Contact Number:
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Additional Proficiencies:

- Excellent client service and communication skills
- Multi Tasking ability
- Able to work as a team member and individually
- Ability to use tact and diplomacy when needed
- Excellent verbal and written English communication skills

Languages Known

English, Urdu, Punjabi

Career Objective:

“Seeking a responsible job with an opportunity for professional challenges to use my skills in the best feasible way for achieving the company’s goals”

Profile Summary:

- I am more efficient planner & organizer with a keen eye finder the simpler, quicker and more efficient way of doing things & recognize potential to facilitate business growth.
- Have excellent communication, convincing, negotiating, influencing and interpersonal skills.
- Self - motivated and ambitious with ardent desire to success.

Work Experience

Company Name: Technical Supplies & Services Co. LLC
Sharjah, UAE (April,2017 to date)

Designation: Sales Representative on Commission

- Generating the sales leads for the company on commission basis.
- Have a good sales contribution within this year.
- Clarify the duties expected of the salesperson. Include tasks such as building clientele through phone calls and marketing programs, calling on existing customers within an assigned territory to build relationships, conducting research to find potential new clients.
- Visiting the F&B companies with company brochures and presentation.
- Participating the exhibitions to make relationship with the kitchen suppliers.
- Helping the company to buy the material and products at good rates.

Verification reference:

Mr. Harjot Singh
General Manager
Technical Supplies & Services Co. LLC
Contact: 00971-50-4811493

Work Experience

Company Name: Computech Pvt. Ltd
Lahore, Pakistan (May, 2014 to 2016)
Designation: (Administrative Executive)

Duties and Responsibilities:

- Organize and provide documents, reports and information to department and external clients in a useful and well-organized manner

IT & COMPUTER SKILLS

- Website developer
- SEO (Search Engine Optimization)
- Microsoft Office

- Create and maintain active files.
- Schedule travel, coordinate with travel agency to obtain the best possible trip and prepare travel expense reports accordingly.
- Plan meetings and conference calls and arrange and manage meetings.
- Order office supplies and equipment.
- Maintain weekly schedules for employees.
- Train and supervise casual and clerical staff.
- Process client orders, invoices and payments.
- Track and process annual leave for the staff

Metro Cash & Carry Hypermarket

Lahore, Pakistan (April 2010-January 2013)

Designation: **Purchase Executive**

Duties and Responsibilities

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Close monitor of fast-moving products and bulk buying.
- To keep track record of every data/ material as necessary.
- Managing Supplier performance for various products.
- Ensuring the industry for timely delivery of the required material.
- Ensuring material quality and quantity.
- Updating data base.

Qualifications

- Masters of English
- Bachelor of Arts (Major in Economics)