

Adnan Qaiser

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Objective:

My prime objective is to work in a well reputable organization among best professionals and in a challenging atmosphere where I can contribute by utilizing and expertise to get acknowledge and become an integral part of that.

Key Skills:

Communication

Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions

Problem Solving

Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality

Team Player

Enjoys sharing knowledge and encouraging development of others to achieve specific team goals

Planning & Organizing

Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner

Expertise / Tech Skills:

- Sales & Support Manager, Sales Presentation, IT & Technical Sales, Negotiating & Closing, B2B Sales, B2C Sales, Communication Skills, Meeting & Exceeding Sales Quotas, POS Solution Selling, Client Relation, Networking, Router / Access Point Configuration, Windows Server Implementation, SEO, SMO, E-Marketing, Google Adwords, Wordpress, vBulletin, phpBB, OpenCart, Magneto, Desktop Support, Troubleshooting & User Supports, Debugging, Antivirus central, Recovery & Backup Systems, System Hardware, Adobe Photoshop, Computer Graphics, Web Developing, Web Designing, CCTV, Attendance Machine, MS Office, Inpage Arabic / Urdu Software, Microsoft Windows.

Professional Experience:

As Marketing Specialist

ZRQM Commercial Brokers (01st November, 2016 to Present)

As IT & Communication Manager

TechTalk IT Solutinos (3rd January, 2015 to 30th October, 2016)

As IT Sales Executive & IT Administrator

Al-Maa Computers, Dubai (30th October, 2013 to 30th October, 2014)

As Network Administrator

ASNB Real Estates, Dubai (1st November, 2013 to 20th November, 2014)

As I.T. Administrator & Head of Composing Department

Al-Naveed Internal Examination System & Aleezay Publications BWP (1st August, 2011 to 31st August, 2013)

As Technical Advisor

Golden Guide Advertising LHR (1st July, 2010 to 30 July, 2011)

As Key Punch Operator & System Engineer

Lakson Tobacco Company, Ahmad Traders Khanpur. (1st January, 2008 to 30th June, 2010)

Academic Qualifications:

- **BSc** : Islamia University Bahawalpur, Pakistan.
- **I. Com** : Ali College of Commerce & Information Technology Khanpur, Pakistan.
- **Matriculation Science** (1st Division) : Bahawalpur Board, Pakistan.

IT Certificates:

- Certificate of **MS Office Automation** : from SK's Computers (2004)
- Certificate of **MS Office Management** : from Ali Colleges Khanpur (2005)
- Certificate of **Computer Graphics & Design** : from Ultimate Solution Bahawalpur (2010)
- Certificate of **Web Designing** : from Eff-Five Solutions Pakistan (2011)

Personal Profile:

Father's Name : Muhammad Qaiser Nadeem
Date of Birth : 1st October, 1992
Marital Status : Single
Nationality : Pakistani
Driving License : DEC 2015
Address : Bur Dubai, Dubai.
Email : adnanisbest@gmail.com

Languages:

- English
- Urdu / Hindi
- Punjabi

➤ *Reference will be furnished on demand.*