

PERSONAL INFORMATION

Bakhtawar Shahid



 A/22 block J North Nazimabad, 74700 Karachi (Pakistan)

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 bkshahid123@gmail.com

 Google Hangouts bkshahid

Sex Female | Date of birth 10 May 1997 | Nationality Pakistani

JOB APPLIED FOR

Sales and marketing department

WORK EXPERIENCE

15/05/2017–Present

Sales and marketing department

SBT JAPAN (global car exporting company)

AL - Tijarah center, 7350 karachi (Pakistan)

<https://www.sbtjapan.com/sbt-pakistan>

- Explaining to customers the advantages, capabilities, and features of a vehicle.
- Discussing vehicle options with customers.
- Prospecting for new customers in a designated territory.
- Explaining financing options to customers.
- Keeping track of all calls, emails, and appointments made.
- Selling to new and existing clients.
- Explaining the vehicles warranty and insurance requirements.
- Delivering sold vehicles to customers.
- Updating a customer's administrative records.
- Maintaining accurate sales documentation.
- Confirming appointments with customers.
- Checking to see if a customer is eligible for any rebates or discounts.

Business or sector Car Exporting Company

EDUCATION AND TRAINING

02/02/2018–Present

BBA (Bachelor of Business Administration) (ongoing)

KITE (Karachi Institute of Technology and Entrepreneurship)

Plot 3 & 3A, Sector 47, 75190. Creek Rd, Korangi Creek, Karachi, Karachi City, Sindh, 75190 Karachi (Pakistan)

<http://kite.edu.pk/>

- Planning major sales and marketing programs.
- First class communication skills.
- Talking to people and engaging them in a professional manner.
- Microsoft office and excel.
- online marketing experience.
- customer relationship management.
- leadership

- time Management

PERSONAL SKILLS

Mother tongue(s) Urdu

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Good communication skills through my experience as sales and marketing

Job-related skills Sales &marketing OR HR