Faisal Saeed

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SUMMARY

To obtain a position that will enable me to use my strong sales skills, marketing background and abilities to work well with people.

EXPERIENCE

Sales & Marketing Manager
MarFlex Group   **April 2018 - May 2023, Gujrat, Pakistan**
• Contributes information, ideas, and research to help develop marketing strategies
• Sets marketing schedules and coordinates with colleagues
• Answers questions from clients about product and service benefits
• Tracks sales data and works to meet quotas or sales team goals
• Analyses trends, data, pricing strategies, and other information that can potentially improve marketing and sales performance
• Assigns specific employees to marketing and sales projects or client accounts as needed
• Attends trade shows and travels to meet clients as needed
• Provides a positive customer experience with fair, friendly, and courteous service
• Provides pricing information by answering questions
• Make quotations and invoices
• Resolves customer issues and answers questions
• Collects payments by accepting cash or check and makes change for cash customers
• Balances cash drawer by counting cash at beginning and end of the day
• Implements and adheres to company policies and procedures

Team Lead
Xertz Game Studio   **January 2016 - March 2018, Lahore, Pakistan**
• Assist in the collection of required data and documentation of the user manual
• Design, develop and unit test of applications in accordance with established standards
• Package and support development of releases
• Develop, refine and tune integration between applications
• Analyze and resolve technical and application problems
• Adhere to high quality development principles
• Research and evaluate variety of software products

IT Support
Xertz Game Studio   **May 2015 - December 2015, Lahore, Pakistan**
• Monitor and maintain the computer system and network
• Installing and configuring the computer hardware operating system and applications
• Troubleshooting system and network problems, diagnosing and solving hardware/ software faults
• Deploy and configuring PCs, laptops and workstations
• Installation and configuration of network printer

Documentation Coordinator / IT Coordinator
Haward Technology Middle East   **February 2014 - April 2015, Abu Dhabi, UAE**
• Word processing and convert data into Power Point as required
• Create Power Point presentations to be used for courses/workshops
• Prepare, edit and update course material for both "Public" and "In- house" courses
• Comply with work instructions and company rules, policies and procedures
• Ensure that course materials are prepared, finalized and produced on time
• Installation & Troubleshooting of Computer Software
• Monitor and maintain the computer system and network
• Configure, verify, and troubleshoot inter VLAN routing

EDUCATION

Bachelor of Science in Computer Engineering
COMSATS Institute of Information Technology, Islamabad • Lahore, Pakistan • 2011

Higher Secondary Education
Punjab Collage of Information Technology • Gujranwala, Pakistan • 2006

SKILLS

Core Competences: Market Research, Lead Generation, Business Intelligence, Customer Services, Counter Sales

HTML, CSS, MS Office, MS Word, MS Excel, IT Troubleshooting, IT Support, IT Hardware Support, Team Lead, Team Player, Quick Learner