

AYED KHAN

About Me

I am a Sales Representative is a professional who initializes and manages relationships with customers. They serve as their point of contact and lead from initial outreach through the making of the final purchase by them or someone in their household.

WORK EXPERIENCE

Sales & Pharmacy Assistant
Villanca Town – Bahria Pharmacy, Lahore
January 2023 – June 2025

- Handled medicine sales, customer dealing, and billing.
- Assisted in managing inventory, stock updates, and expiry checks.
- Guided customers on basic medicine usage and OTC products.
- Managed front-desk operations and supported pharmacy workflow.
- Helped maintain records and ensured smooth daily operations.

Sales Executive – Global Estate, Bahria Town, Lahore
Jan 2023 – Present

- Successfully handled residential and commercial property sales
- Strong client dealing, negotiation, and closing skills
- Experienced in generating leads, follow-ups, and site visits
- Proven ability to meet monthly sales targets and build lasting client relationships
- Excellent knowledge of Bahria Town market trends and investment opportunities

Sales & Dispatch Coordinator – Quality Logistics, Bahria Town, Lahore
Jan 2023 – Mar 2024

- Managed truck dispatch operations including route planning and driver coordination
- Communicated with clients to confirm schedules and delivery updates
- Handled freight bookings, delivery documentation, and load tracking
- Supported logistics sales and maintained strong client relationships
- Ensured timely dispatches and accurate reporting for smooth operations

Sales & Dispatch Executive – Global Logistics, Bahria Orchard, Lahore
Jan 2023 – Feb 2025

- Coordinated daily dispatch of trucks and ensured timely deliveries across routes
- Maintained strong communication with clients regarding shipment status and schedules
- Assisted the sales team in securing transport deals and managing customer follow-ups
- Recorded dispatch data, prepared basic reports, and handled documentation
- Collaborated with drivers and support staff to streamline dispatch operations



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EDUCATION

Matric
Uniqe accdmy lhr
2020 2021

FA -continue BA
Allama Iqbal Uni
2023 -2025

SKILLS

- Fast-moving Consumer Goods
- Packaged Consumer Goods Sales
- Corporate sales account management
- Experience in retail AI Tools Expertise ChatOPT MidJourney, DALLE Jasper etc
- AI Graphic Designing: Creating design using AI ke Canva AI MidJourney, and Adobe Firefly
- Graphic Design Proficient in toos lke Canva, Adobe Illustrator, and Jocs AI
- Data Analysis & Visualization: Using AI-based tools for insights and presentations
- Creative Content Generation AI driven content creation for social media, ads and websites
- Soft Site Problem-solving
- teamwork and creativity in designii

LANGUAGE

Arabic
English
URDU



computer & IT skills for completing course



artificial intelligence for completing course



prompt engineering for
completing course

