



# KASHIF ASHRAF

## CONTACT

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U.A.E/ SHARJAH

## EDUCATION

GOVT. COLLEGE OF  
SCIENCE, Lahore, Pakistan  
High school or equivalent,  
GENERAL SCIENCE

THE KENSTAR INSTITUTE OF  
COMPUTER, Lahore, Pakistan  
Certification/diploma,  
COMPUTER HARDWARE

MARS INSTITUTE OF  
COMPUTER SCIENCES,  
Lahore, Pakistan  
Certification/diploma, CCS

MARS INSTITUTE OF  
COMPUTER SCIENCES,  
Lahore, Pakistan  
Certification/diploma, DCS

AZIAR HIGH SCHOOL FOR  
BOYS, Lahore, Pakistan  
High school or equivalent,  
SCIENCE

## SKILLS

- OPERATION EXECUTIVE
- IN DOOR SALES MAN
- SALES EXECUTIVE & OUTDOOR
- COMPUTER HARDWARE
- COMPUTER SOFTWARE
- MICROSOFT OFFICE

## LANGUAGES

- ENGLISH
- ARABIC
- URDU

## DRIVING LICENSE

- CATEGORY #3 MANUAL
- APR 2006 – APR 2026

## PROFILE

An experienced Professional with expertise in Sales & Marketing, highly analytical capabilities, exceptional interpersonal and extensive cross cultural exposure. Seeking a challenging position as Marketing/Sales executive to explore my career with an organization that has a vision and potential for growth and development. A result oriented self-starter, skilled learner and effective communicator, problem solver with ability to focus on solution, proactive, always challenging current procedures.

## PROFESSIONAL EXPERIENCE

### METER READER

SHARJAH ELECTRICITY & WATER | U.A.E, SHARJAH | FEB 2022 – MAY 2025

- Reading for Electric, Water & Gas meter in a monthly basis
- Inspection for unauthorized connection of Electric, Water & Gas illegal connection
- Report for Electric wire burning & Water leaking

### OPERATION EXECUTIVE

GOLDEN SCENT FZ LLC. | U.A.E, DUBAI | FEB 2019 – MAY 2021

One of the companies in the field of Perfumes and cosmetics whole sale and Export.

- Managing orders from receipt to post on stock management system.
- Provide Management with daily review of order /Purchases status.
- Identification of Out of Stock (OOS) lines. Proactively look for solutions and if required, communicate OOS lines to customers along with replenishment lead time.
- Receive and Collect all suppliers' items and maintain invoices within standard process.
- Understand key distribution routes to and warehouse operations at Partners. Develop relationship with key distribution/ warehouse/ transport personnel at Partners.

### IN DOOR SALES MAN

FUN AL IKHTIYAR TR.LLC | U.A.E, SHARJAH | AUG 2017 – NOV 2018

One of the company in the field of computer whole sale and retail sale in sharjah

- Plan and implement sales and marketing strategies.
- Responsible to handle complaints and dispute.
- Responsible to achieve the sales target
- To find new ways of services to increase sales and achieve more than target.

### SALES EXECUTIVE & OUTDOOR

AL MERIKH ADVERTISING & PUB | U.A.E, SHARJAH | APR 2012 – AUG 2012

One of the company in the field of advertising and publish in sharjah.

- Plan and implement sales and marketing strategies.
- Responsible to handle complaints and dispute.
- Responsible to achieve the sales target
- To find new ways of services to increase sales and achieve more than target.
- To keep in touch with Head Office for business updates.