| Oneya MarwaAn exceptional events professional who is highly organized, competent and makes things happen. | i8/4 Street 92Islamabad, Rawalpindi**03169765015****oniatulmarwa789@gmail.com** |
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| EXPERIENCESBay Work Force, Islamabad — *Business Development Executive***MONTH 2020 - PRESENT*** Familiarizing yourself with all products and services offered by our company.
* Procuring new clients through direct contact, word-of-mouth, and collaboration with the marketing department.
* Attending networking activities to research and connect with prospective clients.
* Maintaining meaningful relationships with existing clients to ensure that they are retained.
* Suggesting upgrades or added products and services that may be of interest to clients.
* Crafting business proposals and contracts to draw in more revenue from clients.
* Negotiating with clients to secure the most attractive prices.
* Equipping staff with the technical and social skills needed to enhance sales.
* Reviewing clients' feedback and implementing necessary changes.
* Remaining in tune with trends in consumption to ensure that our offerings remain relevant

GCR Events, Islamabad — *Senior Corporate Sales Executive***MONTH 2020 - Present*** Sourcing high quality hosts and entertainers.
* Managing customer relationships.
* Generating leads through LinkedIn and other social networks
* Liaise with relevant sales, marketing, speaker recruitment, editorial and accounts staff to ensure understanding of, and the smooth delivery of, the requirements for each event
* Identifying new sales leads
* Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets
* Researching the needs of other companies
* Contacting potential clients via email to establish connection and set up meetings
* Prospecting potential leads and turn this into customer conversion.
* Plan approaches and pitches, work with team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Understanding client's requirements, communicating it with the team and quoting a price With your experience

Any Global, Islamabad — *Sales Executive***FEB 2020 - DEC 2022*** Sourcing high quality hosts and entertainers.
* Managing customer relationships.
* Generating leads through LinkedIn and other social networks
* Liaise with relevant sales, marketing, speaker recruitment, editorial and accounts staff to ensure understanding of, and the smooth delivery of, the requirements for each event
* Identifying new sales leads
* Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets
* Researching the needs of other companies
* Contacting potential clients via email to establish connection and set up meetings
* Prospecting potential leads and turn this into customer conversion.
* Plan approaches and pitches, work with team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Understanding client's requirements, communicating it with the team and quoting a price With your experience

Line East Leads, Rawalpindi — *Quality Assurance Executive* **August 2019 - December 2019*** Performing routine inspections and quality tests.
* Identifying and resolving workflow and production issues.
* Ensuring that standards and safety regulations are observed.
* Addressing and discussing issues and proposed solutions with superiors.
* Documenting quality assurance activities and creating audit reports.
* Making recommendations for improvement.
* Creating training materials and operating manuals.

Drive Tech, Rawalpindi — *CSR* **July 2019 - August 2019*** Manage large amounts of incoming phone calls
* Generate sales leads

EDUCATIONVirtual University, Rawalpindi— *BSCS*MONTH 2018 - MONTH 2021Girls Cadet College Jhang, Jhang — *FSC Pre engineering*MONTH 2017 - MONTH 2018 |  |

# SKILLS

* Microsoft Office Skills
* Leadership Skills.
* Creative Thinking
* Communication Skills
* HTML and CSS Skills
* Team Work Skills