| Oneya Marwa  An exceptional events professional who is highly organized, competent and makes things happen. | i8/4 Street 92  Islamabad, 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