**CURRICULUM VITAE**

**Personal Details**

Name: Owais Ahmed

Address: House No. R-17, Sector 11C-2, Sir Syed town, North Karachi.

Phone and WhatsApp: +923150237506

Email: owais.mushtaq4@gmail.com  
CNIC: 42101-9295214-7

**Education**:

**May/June, 2017:**

IGCSE Advanced level from Karachi, Pakistan primed by private tutoring. (Subjects: Business, Economics and Accounting)

**May/June 2016:**  
  
IGCSE Advanced subsidiary level from Karachi, Pakistan primed by private tutoring. (Subjects: Business, Economics and Accounting)

**May/June 2014 - 2015:**

IGCSE Ordinary Level from Karachi, Pakistan from Pakistan International School, Al-Qassim, Saudi Arabia (Subjects: English, Urdu, Islamic Studies, Biology, Chemistry, Physics, Mathematics).

**September 2017 to February 2018:**  
  
Online subsidiary courses from The University of Nottingham for an independent accreditation:

* English Language Study Skills.
* Approach to Politics and International Relations.

**May 2019 to Onwards**

Enrolled for Association of chartered certified accountants (ACCA) (Batch of 2019-2023) At Tabani’s School of Accountancy

**Professional Work Experience:  
  
2016: Malik Sky Communication (Riyadh, Saudi Arab)**

• Worked as an Office Administrator (1 year)  
• Tracking and placing orders according to the needs and requirements of the office.  
• Managing phone calls, e-mails, faxes and other correspondence..   
• Making notes and keynotes.

∙ Ensured that all the files assigned to me were maintained, numbered, up-to-date and safely kept in good condition.

• Maintained a regular journal to keep track of relevant tasks and work assigned, and to keep track of all deadlines

**2017 – 2018: T.D.H (The Detailing Hub)** **(Riyadh, Saudi Arabia)**

* Worked as an Inventory Manager. (4 months)
* Workforce Supervisor (1 year)
* Managing Clientele and Addressing proper solution to tackle certain issues

**November 2019 – January 2020: Axact (Karachi, Pakistan)**

* International sales executive
* Creative content writing and research

**February 2020: Ezhire (Karachi, Pakistan)**

* Worked as a customer service excellence from extension department after sales process.( 2 months)
* Credit controller and debts collection analyst. (3 months)

**July 2020 – March 2021: Joeyco Logistics (Karachi, Pakistan)**

* Worked as a customer support representative (6 months)
* Worked as a Transport Associate dispatcher (3 months)

**Personal Skills:**

 • Pleading and Conveyances

• Customer/client relation management and compliance

• Technical report writing and presentation experience.

• Efficient in conducting productive research.

• Understanding of human resource and processes.

**Languages:**  
 • English: Fluent (Read, Written and Spoken)  
 • Urdu: Fluent (Read, Written and Spoken).  
 • Arabic: Fluent (Spoken)  
  
   
 **IT Skills**

• Substantial experience of conducting legal research using the Internet, including use of databases such as PakistanLawSite.com, LexisNexis, Westlaw amongst other.

• Clear knowledge and skills on the use of Microsoft Office Package (Microsoft Word, Microsoft Power Point Microsoft Excel).

**References :**1: Malik Zeeshan Javed, CEO Malik Sky communications, Riyadh, Saudi Arabia  
 Contact: +966599993349  
 Email: [g.m@mkscomm.com](mailto:g.m@mkscomm.com)   
2: Yawar Ali Khan, Founder Décor Mania, Karachi, Pakistan  
 Contact: +923333199802  
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3: Saad Dogar, Associate Attorney, CKR and Zia, Lahore, Pakistan  
 Contact: +92 321 5536756  
 Email: [saadahmeddogar@hotmail.com](mailto:saadahmeddogar@hotmail.com)  
4: Abdurrehman Wahidurrehman, Founder of T.D.H, Riyadh, Saudi Arabia

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