

Danish Subhan

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CAREER OBJECTIVE

A Position In A Result-Oriented Company That Seeks An Ambitious And Career Conscious Person, Where Acquired Skills And Education Will Be Utilized Toward Continued Growth And Advancement And Also Seeking A Challenging Job Where I Can Learn And Perform For The Organization

EDUCATION :-

University of Karachi

MASTER IN PUBLIC ADMINISTRATION

2020-continue

University of Karachi

BCOM

2019-2020

GOVT ISLAMIA COLLEGE

Intermediate

PRE-ENGINEERING

INFANCY GRAMMER SCHOOL

Matriculation

COMPUTER SCIENCE

EXPERIENCE :-

D-cactus: -

Call Center Representative **three month (DME campaign)**

- Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
- Assisting customers with questions, needs and purchases.
- Attending weekly sales meetings.
- Cultivating successful relationships with retail customers.
- Completing each transaction in a quick and efficient manner.

Axact (Dipdag): -

International Sales Executive **6 month (Auto trading)**

- Developed relationship with clients and potential clients to improve business growth.
- Documented transactions and managed high-value accounts using CRM
- Identified new targets, developed new business opportunities and presented product lines to customers Online auction bidding
- Managing shipments and documentations for sold vehicles

Auto ways Japan: -

International Sales Executive **2 month (Auto trading)**

- Building strong coordination and seek out new sales opportunity through calling, networking and social media.
- Managing target requests and shipment plans. Ensuring business development through achieving required task as per specific market requirements.
- Ensuring accomplishment of assigned sales targets and required sales turnover by ensuring timely receipt of payments on sales

Altaf and sons: -

Tax consultant **Six month**

- meet clients and discuss their financial situation
- gather information and data needed to complete tax returns
- use specialized accounting software to fill in, check and lodge tax returns
- explain tax laws and regulations to clients
- advise clients on tax planning so they don't overpay tax

fairway company: -

office assistance **6 month**

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.

KEY SKILL:-

- **Proficient use of Windows based applications**
- **Computer hardware and software**
- **Adobe Photo Shop**
- **Installation of all windows**
- **Internet Browsing& Email, Etc.**
- **Microsoft Office**

ACHIEVEMENT:-

- **21ST CENTURY** Employability skills course implemented by **EVOLUTION** from **march,2019 to October,2019** in collaboration with the **U.S consulate General Karachi.**
- **Reverse osmosis plant** course

HOBBY :-

- Swimming.
- Learning new things.
- Traveling.
- Reading book.

REFERENCE :-

- Will be upon request