

Skills

Professional Skills



Personal Skills



Competences

- ✓ Sales & Customer Support
- ✓ Content Writing
- ✓ Marketing
- ✓ Public Speaking & Communication

Achievements

- Silver Medalist**
 - Sindh Madressatul Islam University, Karachi
- 1st Position**
 - DICE New Business Innovative Idea Competition
- 3rd Position**
 - Research Proposal Competition at SZABIST
- Internship in China**
 - Selected among 300 students
- Turkey Educational Trip**
 - Selected among 1200 Students
- 14 titles in Public Speaking**
 - Inter & Intra Level Competitions
- 1st Position**
 - Spelling Bee Competition
- Best Student Award**
 - Chak Social Welfare Organization

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Experience

Sales Executive

SBT Japan | Mar 2020 - Sep 2021

- Managed and converted leads into sales opportunities.
- Built 50+ new clients for the company for continuous business.
- Maintained client relationships with existing customers.
- Devised new strategies and sales approaches to develop business.
- Successfully gave the company 10% more profit on each sale with excellent negotiation skills.
- Performed all other tasks assigned by the supervisor.

Content Writer

Freelance | 2019 - Present

- Academic Writing

Second Class Assistant & Teacher

Sanya University, Hainan, China | Nov 2019 - Jan 2020

- Organizing and promoting second-class activities.
- Teaching English to Chinese students.
- Assistant to School of Foreign Languages.

Customer Service Executive, Int.

Possible Solution | Mar 2019 - Oct 2019

- Managing a large number of incoming calls and generating leads.
- Provide customer support internationally.
- Acquire a thorough understanding of key customer needs & wants.
- Establishing a productive relationship with the customers.
- Following communication guidelines and procedures to maintain and satisfy customers and grow business.

Finance Internee

Sukkur CT & Infertility Centre | Jun 2018 - Aug 2018

- Managing accounts & financial records of the company.
- Reviewing financial performance of the company.
- Managing payrolls of the employees.
- Managing Cheques & financial data

Education

Bachelors in Business Administration

Sindh Madressatul Islam University, Karachi | 2015 - 2019

Majors: **Finance & Marketing**

CGPA: **3.79/4.0 (Silver Medalist)**

Intermediate- Pre-Engineering

Govt. Higher Secondary School, Chak | 2012 - 2014

Grade: **A (70%)**

Matriculation- Science

Govt. High School, Chak | 2010 - 2012

Grade: **A (76%)**

Interests

- **Book Reading**
- **Writing**
- **Outdoor & Indoor Sports**

Quote

Permanence, Perseverance, and Persistence in spite of difficulties, it is this that distinguishes the strong soul from the weak.

Certifications

- **Email Marketing- eMarketing Institute (Online).**
- **Fundamentals of Digital Marketing- Google Digital Garage (Online)**

Projects

- **Research on Leadership Styles and its impact on higher education innovation.**
Sindh Madressatul Islam University | 2019
- **Research on Exploring Employee Response & Issues during Mergers & Acquisitions**
Sindh Madressatul Islam University | 2018
- **Producing an Advertisement for a New and Innovative Product**
Sindh Madressatul Islam University, Karachi | 2018
- **Supply Chain Models of the FMCG Companies**
Sindh Madressatul Islam University, Karachi | 2018
- **Investment & Portfolio Management of Commodities**
Sindh Madressatul Islam University, Karachi | 2018

Research Papers

- **Impact of Supply Strategies on Supply Chain Performance and Firm Performance: Mediating Role of Supply Chain Information Systems.**
- **Impact of Leadership Styles on Higher Education Innovation.**
- **Impact of Market Interest Rate on Bank Profitability.**
- **Exploring Employee Response and Issues in Mergers & Acquisitions.**