|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | Shahbaz Baloch |
| Experience **Certified Fitness Trainer (Level 1) January 21, 2022 - Present**  **Xpansion Gym**   * Helping clients to achieve there fitness goals * Check all gym equipment for proper use and functions, minimizing accidents or malfunctions * Instructed clients in safe equipment use and proper technique, protecting clients and preventing injury   **Customer Support & Sales Executive December 09, 2021 - January 05, 2022**  **1az0 Marketing**   * Telemarketing * Make Outbound Calls * Responsible for Selling Company Products * Communicating with US based clients and handling any kind of ambiguities.  Customer Support & Sales Executive February 06, 2019 – November 15, 2021Tribe Consulting Karachi  * Telemarketing * Make Outbound Calls * Responsible for selling company products * Managing and resolving customer complaints * Getting feedback and communicating with the manager to ensure productivity and enhancement in performance of the team. * Communicating with US based clients and handling any kind of ambiguities.   **Customer Support & Sales Executive January 01, 2019 - February 02, 2019**  **Two Tech Global**   * Telemarketing * Make Outbound Calls * Responsible for Selling Company Products * Managing and Resolving Customer Complaints  EducationMaster’s in Business Administration February 2019 - August 2020 Muhammad Ali Jinnah University: MBA- HR Management  CGPA 3.34  **Bachelors in Business Administration September 2011 - June 2015**  Bahria University of Management Sciences BBA- HR Management  CGPA 2.5  **Intermediate (Commerce) Completed in 2011**  Aga Khan Higher Secondary School Karimabad Karachi  Grade: B  **Matriculation (Science) Completed in 2009**  Beacon House School System Karachi  Grade: A  **Skills**   * Strong command over English; writing, speaking, listening and reading skills. * Good computer Knowledge and skills in general. * Highly motivated towards tasks * Very organized approach and time oriented towards given tasks with a responsible attitude. * Skilled in MS Word, PowerPoint and Excel. * Ability to analyze data and information and make possible changes to increase efficiency.   **Achievements**   * Certification in Level 1 fitness trainer from PF Institute * Certification in Online Public Speaking from Al Midrar Institute * Certification in Introduction to Web Designing from Al Midrar Institute * Certification in Applicative Quranic Arabic from Al Midrar Institute * Certification in Amsal Ul Quran from Al Midrar Institute * Certification in Uloom Ul Quran from Al Midrar Institute * Certification in Tajweed Ul Quran from Al Midrar Institute * Certification in Signs Of Qiyamah from Al Midrar Institute   **Internships**  **NIB Bank Limited** June 2014 – July 2014  Six weeks Internship in Human Resource Department  **TCS Courier Company** June 2016 – July 2016  6 weeks Internship in Human Resource Department References [Available upon request.] |
|  |  | |
|  |  | House No. N-493 Block- 12 Gulistan-e-Jauhar, Karachi. |
|  |  | |
|  |  | 0302-2427737 |
|  |  | |
|  |  | hafizshahbazbaloch92@gmail.com |
|  |  | |
|  |  | Date of Birth: 20th May 1992 |
|  |  | |  |