

THE RESUME OF

SALMAN LODHI



Father's Name: Babar Tanveer.

Date of Birth: 20th April 1988

Religion: Islam.

Nationality: Pakistani.

Blood Type: B+

Residing Address: E-19, Sana Avenue, Block-12,
Gulistan-e-Jauhar, Karachi

Contact number: 0334 4224118

Email: salmanlodhi3@gmail.com

ABOUT MYSELF:

I believe that self discipline is very necessary in your life which helps you to organize yourself and decide what you want to do and what you really can do. You can assess yourself and can know your strengths and weaknesses; and what opportunities you can avail to overcome your weaknesses and convert it to your strengths. You can develop your vision and mission of life and can set realistic and achievable goals to reach your target. All this requires self discipline, without it you cannot achieve your targets and will get distracted or lose your will to reach at your destination.

I am a self disciplined and an organized person, who has set his life goals and is continuously improving and making hard and smart efforts to achieve them in an organized and professional way.

I love to manage people and resources as this is my passion. As I am both extrovert and introvert, this is the reason I have no problem in working in both kinds of environments. I can cope with the environment of extrovert type personality, where you love to interact with the people and socialize and also can cope with the environment of introvert type personality where you work in a nice and quiet environment. Furthermore, I can even successfully manage my extrovert and introvert personality, in way that when I need to make relations with the people and the clients I use my extrovert type personality to direct my efforts in socializing and making contacts. Similarly, when I need to work and develop the projects where full concentration is required and I have to work alone, I use my introvert type personality to direct my efforts in the work and bring creativity and innovation.

Evaluating yourself, finding out which resources you current have, how you can get more resources and opportunities, how you can utilize or use these resources and opportunities to direct your efforts to reach your destination, is what self organizing, motivation and management is really all about.

Key Skills

- Management and supervisory skills.
- Team building skills.
- Event organizing skills.
- Analytical and problem solving skills.
- Decision making skills.
- Presentation and listening communications skills.
- Time management skills.
- Administrative skills.
- Excellent sales and negotiation skills.
- Good business sense.
- The ability to motivate and lead a team.
- Coaching and mentoring skills.
- Initiative and enthusiasm.
- Excellent communication and 'people skills'.
- Good planning and organizational skills.
- The ability to work calmly under pressure.
- Marketing management skills.
- MS office.
- Web Browsing.
- Sage 50 (low level skill).
- Research and Analysis Skills.
- Content development skills.
- Presentation Skills.

Employment History:

Ibex:

(November 2020- till now)

Campaign name: foodpanda (APAC) ✓

- Customer chat support (7 months).
- Customer email support (3 months till now).
- Voice support, 10 months included in the tenure. ✓

Call Center representative:

(August 2018-March 2020) Part time.

- Worked in Medicare supplementary campaign.
- Worked in DME campaign.
- Worked in timeshare campaign.

Self employment as educational and professional trainer and consultant

(August 2018-March 2020)

Achievements and responsibilities:

- Responsibility to guide and move educational institutions and professionals towards success.
- Worked as a mentor.
- Conducted pedagogical teachers training workshops in different private schools.
- Done assessments of school setup, curriculum, teachers' performance and overall school management.
- Provided consultancy to the educational institutions and professionals.
- Conducted English language course for the teachers.

**Marketing Executive and Educational Trainer in Tiflee Education,
Rawalpindi, Punjab**

(October 2016-August 2018)

Achievements and responsibilities:

- Developed effective marketing strategies for curriculum and training services of the company.
- Conducted sales and marketing activities in region.
- Managed the relationships with the distributors and clients through effective coordination.
- Ensured the availability and the delivery of books to the schools and the clients through effective supply management.
- Maintaining inventory records of the products.
- Managing and conducting after sales training workshops for the private schools for quality assurance.

**Internee, Sui Southern Gas Company Ltd, St -4/b, Block 14, Sir Shah
Suleman Road, Gulshan-e-Iqbal, Karachi**

(June 2014 – July 2014)

Achievements and responsibilities:

- Worked with the administration which is the department for the core administrative services.
- Supervised Facilitation Section (furniture and fixtures, stationery expenses and janitor services).
- Supervised Transportation Section (cars provided for disconnection and meter reading and pick and drop to the authorized employees and workers).
- Supervised Protocol Section (how vip people are received and entertained).
- Supervised Event Management Section (Events regarding company's major achievement program and informative and ethical sessions).
- Supervised Dispatch Section (how Company's documents are sent and received through courier services).
- Maintaining and organizing the company filing system.
- Answering incoming calls.
- Typing all necessary documents and correspondence as required.
- Printing any supplementary notes as required.

TA (Takaful Advisor) at Dawood Family Takaful, Bahadurabad Branch Karachi,
(January 2015 - May 2015)

Achievements and responsibilities:

- Managed clients' records
- Conducted awareness activities.
- Suggested designed Takaful plans to the clients.

Education:

University of Karachi

Bachelors in Business Administration (BBA) (Finance) 4 years program.
(2006-2013)

FSc in Pre engineering from Jauhar Degree College, Karachi.

Matriculation in Computer Science from Saint James School, Karachi

Seminars Attended:

- Awareness, understanding and behavior of Islamic Banking and Takaful (Al- Hidayah)
- How to be a visionary business man.
- Foundation In Professionalism.
- Islamic capital market.
- The art of selling
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Interests and Hobbies

- Research and development.
- Gym.
- Football.
- Movies (Depends upon mood).
- Songs (Depends upon mood).

WHY ME?

Target oriented:

I use approaches that allow me to achieve my targets in better way. I stay focused and become flexible with the strategies that allow me to cope with the changes of the organization. I am a self motivation person.

Managerial skills:

As have the skills and experience of management, training and mentoring. I will ensure that all the activities done in the consumer service center are being conducted in an effective and efficient manner.

Leadership and Direction:

With my I will also train and guide the employees so that they can achieve their targets of excellence not just the normal scores.

Flexibility and reliability:

I can manage any shift and manage to ensure my availability even in the time of urgent need to serve ibex at my best.

Effective Work Environment:

I will create and maintain an environment of discipline, work effectiveness and efficiency in which each and every representative will be monitored properly and be able to complete his/her task on time with increased productivity; completing all requirements and sops of the organization.

Reporting and monitoring:

All the required reporting will be done on time and data be stored and presented in an effective; reliable for monitoring, planning and decision making purposes.

Multitasking:

I can do multitasking, as it is all about self organization and management, which increases perception, agility and adrenaline, so that the person is able to do multiple handling