

CORE COMPETENCIES

- Ms-Office
- Ms-Word
- Ms-PowerPoint
- Urdu In Page Typing
- Adobe Photoshop
- Adobe Illustrator
- Adobe Lightroom
- Adobe Premier Pro
- Video Editing
- Sales
- Lead Generation
- Bidding
- Calling

EDUCATION

- ATATURK PUBLIC SCHOOL  
Gulistan-e-Jauhar, Karachi.  
SSC Computer Science  
(Year – 2017)
- GOVERNMENT NATIONAL  
COLLEGE Bahadurabad,  
Karachi.  
HSC Pre-Engineering  
(Year–2019)
- GOVERNMENT  
MONOTECHNICAL  
INSTITUTE Gulistan-e-  
Jauhar, Karachi.  
DIPLOMA IN D.A.E  
Electronics Technology  
( Year–2019 )
- Main University Road  
Karachi, Sindh.  
Bachelor’s in Computer  
Science from KARACHI  
UNIVERSITY.

ADDRESS

- House #N-385 Block-12  
Gulistan-e-Jauhar Karachi.
- Contact : 03302724184



M.MUZAMMIL SOHAIL

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SALES EXECUTIVE  
Offering over eight months of experience

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Responsible for generating leads through calls, social media platforms, emails and freelance platforms bidding.

WORK EXPERIENCE

July 2022 to Current  
SIMATION TECHNOLOGIES Karachi, Sindh.  
SALES LEAD GENERATOR  
FRONT SALES

WORK RESPONSIBILITIES

- Research, track, maintain and update leads.
- Contact prospects to qualify leads.
- Direct email marketing to key clients and prospects.
- Research and maintain lead generation database.
- Conduct customer research.
- Participate in the preparation of proposals and / or sales presentations.
- Provide accurate and timely information to management.
- Develop a strong knowledge of the company’s products and services in order to facilitate the sales process.
- Understand how the sales process works and manage the sales pipeline.
- Classify hot, warm, and cold leads based on their need, budget, and decision-making capabilities. Accordingly, take the necessary steps to convert hot leads and nurture warm and cold leads.
- Collaborate with marketing and sales team members to work on tasks relevant to lead generation
- Do bids on freelance platforms like Upwork, Guru, Freelancer.com and are responsible for submitting competitive bids, pitching their services, and closing deals with potential clients.

RESTAURANT OUTLET MANAGER  
Offering over two years of experience

Hardworking, Organized, Outlet Manager with a proven background in customer care and delivery, Done sensible business technology solutions on time and under budget while workings as team member or team leader.

WORK EXPERIENCE

January 2020 to June 2022  
SAIMA MALL FOOD COURT Karachi, Sindh.  
OUTLET MANAGER ACCOUNT'S ASSISTANT ADMINISTRATION OFFICER

WORK RESPONSIBILITIES

- Resolved problems, improved operations and provided exceptional service.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

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PERSONAL DETAILS

- Date of Birth : 17 November 2001
- Linguistic Abilities: English
- Mother Tongue : Urdu
- C.N.I.C : 42201-7613127-7
- Nationality : Pakistani

- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing and technology upgrades.
- Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.
- Recorded inventory sales into organization's weekly income report.
- Conducted monthly inventories of raw materials and components on work floor.
- Reviewed and monitored scheduling, purchases and other expenses to maintain quarterly budget.
- Analyzed and interpreted store trends to facilitate planning.
- Managed inventory control, cash control and store opening and closing procedures.
- Reviewed performance data to monitor and measure productivity, goal progress and activity levels.

DIGITAL ARTIST

Offering over one year of experience

Graphic Designer and Video Editor with 1 year of experience in the management of the complete design process and motion graphics, from conceptualization to delivery. Expert at interdepartmental coordination and communication.

WORK EXPERIENCE

January 2019 to December 2020  
THE REAL MARKETING PVT Ltd. Karachi, Sindh  
GRAPHIC DESIGNER  
VIDEO EDITOR - POST PRODUCTION

WORK RESPONSIBILITIES

- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Applied knowledge of production to create high-quality images, videos, and motion graphics.
- Applied creative expertise to present marketing concepts.
- As a video editors and post-production expert I work with digital media to edit, refine, and enhance video content to meet the desired creative vision and technical requirements.
- Developed creative design for print materials, brochures, banners and signs.
- Created digital image files for use in digital and traditional printing methods.