



# Junaid Nazir

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<https://www.facebook.com/Junisam.com.pk>

## About me:

To effectively apply myself in a professionally challenging environment in a manner that positively benefits the organization's goals and objectives and also contributes towards my career development

## WORK EXPERIENCE

JUN 2020 – MAR 2022 Karachi, Pakistan

### SALES REPRESENTATIVE TRANSCOM SOLUTIONS

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.

APR 2018 – APR 2019 Karachi, Pakistan

### IMAGE EDITOR SP STUDIO

- Coordinate with the editor and the team members to identify photography needs
- Assign projects to photographers and keep track of the deadlines
- Review photos, edit and make necessary changes
- Decide which images to publish
- Ensure all assignments are shot and edited on time for publication
- Manipulate photos to achieve highest quality using the appropriate tools
- Ensure all photo equipment is used properly and order supplies as needed
- Liaise with editors, photographers and advertising reps and advise on future projects
- Stay up to date with new image editing technologies

APR 2017 – APR 2018 Karachi, Pakistan

### DOCUMENT WRITER PRISM

- A documentation writer is responsible for communicating complex information in a clear and useful manner

## EDUCATION AND TRAINING

2017 – 2020 Karachi, Pakistan

### COMMERCE Govt. Boys Arts & Commerce Degree Collage, Korangi no.6

**Address** Karachi, Pakistan






2013 – 2015 Karachi, Pakistan

### MATRICULATION Educationist Grammar School System

**Address** Karachi, Pakistan

## DIGITAL SKILLS

### Digital Skills - Test Results

 Information and data literacy	<b>ADVANCED</b>	Level 5 / 6
 Communication and collaboration	<b>INTERMEDIATE</b>	Level 3 / 6
 Digital content creation	<b>INTERMEDIATE</b>	Level 4 / 6
 Safety	<b>INTERMEDIATE</b>	Level 3 / 6
 Problem solving	<b>INTERMEDIATE</b>	Level 3 / 6

Results from [self-assessment](#) based on [The Digital Competence Framework 2.1](#)

### My Digital Skills

Microsoft Office | Adobe photoshop | Visual Studio/Visual Studio Code | Zoom | Knowledge of Computer Software & Hardware | Skype | Programming: C, Java, Apex, Python, OCaml, OpenGL | Android Development (Kotlin, Java) | Netbeans ( ) | IDEs: Android Studio, Eclipse, Visual Studio | PHP (CodeIgniter, Laravel, Core Php)

## LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ADDITIONAL INFORMATION

### PROFESSIONAL CERTIFICATES

AUG 2022 – CURRENT

**Android App Development**

JAN 2022 – JUL 2022

**Php & Laravel Development**

SEP 2017 – FEB 2018

**Web Designing**

### HOBBIES AND INTERESTS

**Read Books**

**Web Searching**

**Website's Develop**