

HAMMAD AHMED

PERSONAL DETAILS

Fl# 212 Al-Azmat Plaza Block 3 Gulshan-e- Iqbal, Karachi, 75300 Karachi
hammadahmed016@gmail.com, +92 320 1292360
Date of birth: December 13, 2000
Gender: Male
Nationality: Pakistani

EDUCATION

| | |
|---|---------------------|
| BACHELORS University of Karachi, Karachi | Dec 2021 - Dec 2022 |
| <ul style="list-style-type: none">Completed one year of coursework and froze the semester due to financial reasons. | |
| INTERMEDIATE Commecs College, Karachi | Jun 2017 - Apr 2019 |
| Graduated with an A Grade in Pre-Engineering | |
| Hifz e Quran and School Al Khair Edu Foundation, Karachi | Mar 2007 - Jun 2016 |

EMPLOYMENT

| | |
|---|---------------------|
| Virtual Assistant Twenty Four Seven Consultancy, Islamabad | Dec 2022 - May 2023 |
| <ul style="list-style-type: none">Assisted multiple doctors with daily administrative tasks, maintaining schedules, and ensuring smooth workflow.Responded to patients' billing queries, providing accurate and timely information to resolve their concerns.Collaborated with medical billing team to streamline processes and improve efficiency.Managed electronic medical records (EMR) and maintained confidentiality of sensitive patient information.Utilized communication and problem-solving skills to handle challenging situations and provide excellent customer service.Implemented time management strategies to prioritize tasks and meet deadlines. | |
| Senior Supervisor HAJI KNITTING, Karachi | Mar 2018 - Jan 2018 |
| <ul style="list-style-type: none">Oversaw all aspects of production management, ensuring efficient and timely operations in the knitting factory.Managed and supervised a team of staff and labor, providing guidance and support to meet production targets.Maintained accurate and up-to-date ledgers and records related to production, inventory, and expenses. | |
| Customer Support The Deligence Network, Karachi | Sep 2019 - Apr 2020 |
| <ul style="list-style-type: none">Handled sales calls on a DME campaign, effectively promoting products to potential customers.Generated leads and successfully converted them into sales, contributing to increased business growth. | |

SKILLS

Communication Skills

Leadership and Management Skills

Customer Service Skills:

Technical Skills

Sales and Lead Generation Skills:

LANGUAGES

English

Urdu

HOBBIES

■ Sports and Fitness

■ AI and Machine Learning Projects

PROFILE

AI-driven marketing professional with experience in customer support, sales, and team management. Seeking to leverage technology for optimized strategies and organizational success.

COURSES

Graphic Designing

Jan 2021

- Completed a comprehensive graphic design course in 2021.
- Developed proficiency in industry-standard design software and tools
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Digital Marketing Course

Aug 2022

- Completed a digital marketing course from **Google Garage** and **UI Learning** in SMM.
- Developed a comprehensive understanding of digital marketing strategies and techniques.
- Acquired knowledge in search engine optimization (SEO), social media marketing (SMM), and online advertising.

English Language

- Completed an English language course from Lingo.
- Achieved proficiency in spoken and written English.
- Developed strong communication and comprehension skills.

CERTIFICATES

Hifz e Quran

Attained the prestigious title of Hafiz-e-Quran, demonstrating deep knowledge and memorization of the Holy Quran.