

HAMZA SAGHIR

HELLO, THERE!

I am an individual whose objective is to succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve personal and organizational goals.

CONTACT ME

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EXPERIENCES

DEC 2020 -
PRESENT

eZhire Team leader

Currently working as a team leader who motivate the team members and help them in their routine tasks, fleet management, upsales.

JAN 2020 -
JUNE 2020

ARTISTIC MILLINERS HR Officer

In charge of managing payrolls, managing attendance, keeping updates of employees, daily visits, overtime management and event management.

JAN 2019 -
JAN 2020

LIBERTY BOOKS (DARAZ) E-Commerce Executive

In charge of managing orders and queries regarding orders, sorting and billing, customer dealing via calls, emails and social media, dealing with procurement dept, export-dealing, handling online order, filing of inventory and book making, generating ideas for making the system better.

DEC 2017 -
DEC 2018

AXACT Sales Executive

Designing of sales and auto trading.

NOV 2016 -
NOV 2017

PROTEGE GLOBAL Negotiation Officer

Collection of payments, inbound and outbound calls, 3rd party dealing with adjuster to LLC.

EDUCATIONS

2019

SINDH INSTITUTE OF MANAGEMENT & TECHNOLOGY (SINT) Bachelor of Business Administration (BBA) - AIMS

2015

AISHA BAWANI BOYS COLLEGE HSC from Board of Intermediate Education, Karachi

2013

STUDY AID GRAMMAR SCHOOL SSC from Board of Secondary Education, Karachi

SKILLS

- Communication
- Problem solving
- Critical Thinking
- Creativity
- MS office
- Team work
- Team leading
- Customer dealing
- Teaching
- Public speaking
- Time management
- Event management
- Negotiation

HOBBIES

- Reading
- Writing
- Music
- Travelling
- Learning new ideas

5 YEARS TEACHING EXPERIENCE IN REPUTED SCHOOLS