



ALISHAN QASIM

Seeking a challenging opportunity where I will be able to utilize my educational background and ability to work well with people, which will allow me to grow personally and professionally.

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📍 Al-Zehra Garden, Karachi

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EDUCATION

Bachelor of Business Administration

Allama Iqbal Open University *Karachi, Pakistan*
2021 – (In process)

Intermediate

Mehran Degree College *Karachi, Pakistan*
2016 - 2018

Matriculation

Mama baby Care School *Karachi, Pakistan*
2013 - 2015

WORK EXPERIENCE

Human Resource (Internship)

Wiga Tech — SHAH-FAISAL

02/2022 *Karachi, Pakistan*

Achievements/Tasks

- Updating our internal databases with new employee information like contact details and employment forms.
- Gathering payroll data like working hours, leaves and bank accounts.
- Organizing interviews with shortlisted candidates.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.

Listing and Seller (Officer)

eBay and Amazon

11/2020 - 01/2022, *Karachi, Pakistan*

Achievements/Tasks

- Respond to customers' inquiries regarding products, and shipment, ensuring that the right type and amount of information is forwarded
- Provide customers with information on shipment amounts, in addition to the cost of products
- Oversee the inventory to ensure product availability, and assess stock situations.
- Reviewed weekly sales circulars and monitor price changes.
- Restocked, arranged and organized merchandise in frontlanes to drive product sales.

SKILLS

Customer Service

Management Skills

Time Management

Interpersonal Skills

CERTIFICATES

Eureka English language (Complete diploma)

Microsoft Office (Complete course)

IELTS

Front Desk (Skillston)

AWARDS

Best Team Player

LANGUAGES

English

Full Professional
Proficiency

Urdu

Full Professional
Proficiency

INTERESTS

Finance

Taxation

Audit

Reading

Traveling