



PERSONAL DETAILS

Date of Birth: 23rd February 1994
Nationality: Pakistani

CONTACT DETAILS

PHONE:
+923131239498

EMAIL:
Shahmikh@hotmail.com

LANGUAGES

English
Arabic
Urdu

SKILLS

- Communication skills
- Presentation skills
- Time-management skills
- Research and planning
- Client relationships and sales growth
- Promotional events and marketing
- Client services & support

MUHAMMAD SHAHMIKH NAVEED

EDUCATION

Undergraduate: BTEC-HND. Level-5 (2016) – EXCELLIST Learning Centre- Edexcel Approved Centre (UK).

WORK EXPERIENCE

Assistant Operations Coordinator- Marketing Plus Advertising Agency FZE. Ajman, UAE – March 2013 to August 2014

Key Responsibilities:

- Coordinating promotional activities for the company
- Preparing market surveys and reports
- Scheduling meetings for senior management team and booking conference rooms as needed

Sales Executive- Pakways Group of Companies, Ajman, UAE – November 2014 to March 2016

Key Responsibilities:

- Collecting telephonic orders and following up with customers
- Checking and tracking of the loading and unloading the shipments according to the PO's
- Completing the shipments documents according to the Logistics requirements

Administrative Assistant- Ramada Hotels & Suites, Ajman, UAE – July 2016 to October 2016

Key Responsibilities:

- Providing administrative support to the HR department for day to day operations
- Coordinating with different departments, scheduling meetings and interviews for candidates
- Preparing weekly meeting minutes as well as monthly reports

Accounts & Logistics Assistant- Trusted Delivery Solutions, Karachi, Pakistan – December 2016 to September 2017

Key Responsibilities:

- Using Tally Accounting Software for accounting and inventory purposes
- Data entry of cash receipts
- Handling queries and customer complaints
- Communicating with dispatchers/CS on customer requirements

International Relations Executive- Skyscrapers Information Technology and Services

Islamabad, Pakistan – December 2017 to June 2019

Key Responsibilities:

- Responding to calls and live chats to address any urgent issues from the clients
- Escalating client complaints with regards to projects to their concerned Developers/ Writers
- Preparing outlines and briefing materials for the clients