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| |  |  | | --- | --- | | FULL NAME | RAZA | |  |  | | D.O.B | NOVEMBER 05, 1991 | |  |  | | C/o-MOBILE NUMBER | +971503718643 | |  |  | | E-MAIL | [Raza.342970@2freemail.com](mailto:Raza.342970@2freemail.com) | | NATIONALITY | PAKISTANI | |  |

**CURRICULUM VITAE**

**CAREER OBJECTIVE**

To seek a challenging assignment in a proactive organization, where I can prove myself to be valuable human resource through hard work & devotion. Looking to acquire experience in intra personal communication skill. To gain the experience in presentation, communication and execution of a task in highly competitive environment. To get an opportunity to polish and enhance marketing prowess to equal the demands on national and international level.

**EDUCATION AND CERTIFICATIONS**

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| --- | --- | --- |
| **DEGREE** | **YEAR** | **INSTITUTE** |
| Bachelors of Business Administration (Marketing) | 2010-2014 | University Of Engineering & Technology, Lahore |
| Intermediate  (FSC -Gen.Science) | 2008-2010 | Forman Christian College Lahore |
| Matriculation ( Science) | 2006-2008 | Divisional Public School Model Town Lahore |

**EMPLOYMENT HISTORY**

**Total Parco**

Designation: Customer Support Executive (Operations& Logistics)

Duration: December 17, 2014 to Present

My key responsibilities under this designation are to plan and execute all the supplies of Super and HSD and other products in South and North Region. As I am responsible to act as a bridge between company’s operations and customer for the smooth execution of supplies to whole South and North Region. My job includes planning, sales forecasting, execution, stock reconciliation, sites and supply points inspection and invoicing.

**Total Parco**

Designation: Internee

Duration: June 17, 2013 to July 19, 2013

I worked as an internee in Total Parco. During my stay there I grabbed knowledge on all important aspects of Marketing & sales. I had identified the queries of dealers, changing price in SAP, updating of discounts and taxes, evaluation of new sites, calculating the sales of existing sites. Site inspection and other promotional offers.

**BULLEHSHAH PACKAGING Pvt.Ltd.**

Designation: Internee

Duration: July 20, 2013 to August 20, 2013

I worked as an internee in CD Sales Dept. at BULLEHSHAH Packaging Pvt. Ltd. I worked under the supervision of Regional Manager in which I was given different projects to increase more customers for the company by surveying the market. During my stay there I also used to visit their current customers for their orders and queries

**Allied Engineering Consultants Pvt. Ltd.**

Designation: Internee

Duration: August 01, 2012 to September 01, 2012

I worked as an internee in HR Department at AEC Pvt. Ltd. During my stay I develop all the policies of the company, the organization portfolio and policies of their Ngo

i-e PNNGO.

**CONFERENCES**

**GOOGLE PAKISTAN**

Iworked as Event Coordinator for Google Pakistan in many conferences such as GDG Lahore, Entrepreneurship GDG. As coordinator my job was to manage the whole event.

**NUSTHELL**

I worked as a Coordinator for NUTSHELL in many conferences such as Pakistan India management Summit, AmankiAsha, HR Summit, Leadership Summit, CEO Pakistan Summit, South Asian Conclave. I used to manage with the hall arrangements by leading my team. Welcoming the guest, dealing with the sponsors and guest speakers.

**PASHA**

I worked as an Ambassador for PASHA (Pakistan ALL Software Housing Association of IT & ITES). As an ambassador of PASHA my job was to manage their ICT awards sponsors and the delegates.

**SYNERGIES (LUMS)**

I worked as a Brand Ambassador of Synergies at LUMS. As a Brand Ambassador my job was to position the brand in the mind of customers. I did all the marketing campaigns for making this event to a successful end.

**SKILLS AND ACHEIVEMENTS**

* Command in SAP.
* Certificate of appreciation on extra ordinary contribution to UET Lahore.
* Got a laptop from the CM of Punjab on merit.
* General skills (MS Word, MS PowerPoint, MS Excel, SPSS, Adobe Photoshop )
* Strong decision-making skills.
* Strong communication and presentation skills.
* Ability to work within a team.
* Fluent in English and Urdu Speaking.
* Winning Best Actor Award at LUMS Olympiad 2012, Annual Drama and skit competition UET and Drama Fest at Alhamra.

**ACADEMIC PROJECTS**

* **Final Year Project:** Thesis on factors affecting the brand loyalty of an established brand and emerging brand in casual dining prospective.
* **Brand Management:** Introduction of a new product under Walls (Slurp – Ice Candy).
* **Entrepreneurship:** Business Plan Event Management Company.
* **Global Business Environment:** Industry Analysis on Banking Industry and Petroleum Industry by taking United Bank Limited & Total Parco as research tools.
* **Marketing Management:**Study on Brand Depth and Brand Spread.
* **Productivity Management:**Productivity Report of United Parcel Service
* **Total Quality Management:**Analysis on quality control on PTCL.

**HOBBIES / INTERESTS**

* Love Reading articles online.
* Watching Documentaries and Movies
* Playing and watching Football and cricket

**LANGUAGES**

* English
* Urdu
* Punjabi

**REFERENCE**

* Will be furnished on demand