##### FAHEEM

##### CAREER OBJECTIVE

As in Merchandising/Marketing with 8 years of experience, I bring with me a keen ability to manage different tasks, Result focused, quality driven professional with experience in planning and execution, demonstrating consistent achievement of objectives and dedication to organizational goals. And to work in a profile manner where I can capitalize my training and skills and aquire new one to improve as an individual and also in a Team work.

##### PRACTICAL EXPERIENCE

**February 2010–Present:** **Assistant Manager (Merchandising/Marketing)** in Masood Textile Mills, Faisalabad, Pakistan.

**Responsibilities:**

* Communication with different customers like **Tom Tailor**, **s.Oliver** , **Quik Silver** and **DC Shoes** etc.
* To develop the good relationship with customers at organizational level.
* Communicate with customers via E-mail and Video conferences to discuss on different queries and try to enhance the business in a good manner.
* Working like a medium between factory (manufacturer) and customer.
* Share the customer concerns and requirements with Factory (manufacture).
* Develop the new product/styles according to buyer requirements.
* Planning and execution of bulk purchase orders.
* Follow up all the trims ordering and payments for Samples and as well for bulk production.
* Preparing the Packing Lists of bulk orders as per packing instructions from customer.

**Nov 2008 – Jan 2010**: **Assistant Account/Audit officer** , Pagel Pakistan Pvt Ltd Pakistan.

**Responsibilities:**

* Prepare detailed reports on audit findings.
* Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
* Checking that financial reports and records are accurate and reliable
* Identifying if and where processes are not working as they should and advising on changes to be made
* Liaising with managerial staff and presenting findings and recommendations

**ACADAMIC QUALIFICATIONS**

* **Master’s in Business Administration**

2008 From The University of Faisalabad, Pakistan

* **Bachelors in Commerce**

2006 From University of the Punjab, Lahore, Pakistan

* **Intermediate in Computer Science**

2003 From BISE Faisalabad, Pakistan

**SKILLS& HOBBIES**

Widespread and diversified knowledge of the following Application Software on Windows Platform:

* Microsoft® Office® (Microsoft® Word®, Excel®, PowerPoint®)
* I’m willing to learn new skills and always follow the instructions to achieve them. I’m a hardworking, punctual and dedicated to my work.
* I like reading, internet surfing and playing Cricket.

##### PERSONAL DETAILS

Date of BirthOctober 26, 1985

Marital Status Single

Address Sharjah UAE

Nationality Pakistan

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Visa Status Visit visa till 13-Feb-18

##### Reference

* Will be furnished on demand