**Curriculum Vitae**

FAKHAR

**Personal Information:-**

Date of Birth: 01-09-1987

Citizenship: Pakistani

E-mail: fakharzafar7@gmail.com

Visa Status : Employment

Driving License : UAE valid driving license

Religion: Islam

Marital Status: Married

**Academic Qualification:-**

|  |  |  |
| --- | --- | --- |
| **Certificate / Degree** | **Year** | **Board / University** |
| Masters In Mass Communication (MA) | 2009-2011 | Bahauddin Zakariya University Multan – Pakistan. |
| Bachelor of Arts (BA) | 2007-2009 | Bahauddin Zakariya University Multan – Pakistan. |
| Diploma in Business Administration (DBA) | 2005-2007 | Petroman Training Institute Multan - Pakistan. |
| Secondary School Certificate (SSC) | 2001-2003 | Board of Intermediate and Secondary Education Multan-Pakistan. |

**IT Skills:- Languages:-**

1. MS Word, Excel and PowerPoint English
2. MS windows Urdu
3. Internet & email Punjabi
4. Social media marketing Saraiki

**Experiences:-**

1) **Customer Relationship Officer**

VIP Travel and Tours (1-12-2012 to 15-12-2013)

**Duties & Responsibilities:**

* Visiting corporate customers for introducing travel packages
* Issuing and modifying tickets to customers
* Maintaining accounts
* Making calls and getting feedback
* Processing visas and preparing necessary documentation

2) **Sales Manager**

See & Select Mobiles (1-1-2014To 30-9-2017)

**Duties & Responsibilities:**

* Arranging promotional activities
* Launching campaigns to grab customers
* Designing newspaper advertisement
* Bridging gap between customers and salesman
* Fixing after sales issues
* Conducting trainings and provide guidelines to salespersons for boosting sale

3) **Sales Representative**

**JKF Garments Trading LLC Dubai** (Currently working)

**Duties & Responsibilities:**

* Visiting Customers
* Booking and delivering orders
* Maintaining accounts
* Preparing daily sales reports