**SAQIB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

email: [saqib-393346@2freemail.com](mailto:saqib-393346@2freemail.com)

***Personal Details:***

Date of Birth:

**27-07-1988**

Gender:

**Male**

Marital Status:

**Married**

Domicile:

**Vehari (Punjab)**

***Objective***

* Seeking a career with a career oriented and civic organization; that can provide me the platform for becoming a well-recognized professional and ultimately attaining prestige and pride for the organization and for myself as well.

***Education***

* **Specialization Certificate (Human Resource Management) Obtained 71% marks (2018 – 2019)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **VIRTUAL UNIVERSITY OF PAKISTAN** | | | | |  |
| • **M.B.A (Marketing) (2009-2011)** | | | | | | **Obtained 75% marks** |
|  |  |  |  |  |  | |
|  | **DEPARTMENT OF MANAGEMENT SCIENCES** | | | | | |
|  | **COMSATS Institute of Information Technology, Lahore** | | | | | |
| • **B.COM (Bachelors of Commerce) (2006-2008)** | | | | | | **Obtained 55 % marks** |
|  |  | |  |  |  |  |
|  | **GOVT. College of Commerce, Burewala** | | | | |  |
|  | **BAHAUDIN ZAKRIYA UNIVERSITY, MULTAN** | | | | | |
| • **D.Com (Diploma in Commerce) (2004-2006)** | | | | | | **Obtained 75 % marks** |
|  |  | |  |  | |  |
|  | **GOVT. College of Commerce, Burewala** | | | | |  |
|  | **Punjab Board of Technical Education, Lahore** | | | | | |
| • **Matriculation (Science) (2002-2004)** | | | | | | **Obtained 56 % marks** |
|  |  |  |  |  |  |  |

Marghoob Model Public High School, Burewala

**Board of Intermediate & Secondary Education, Multan**

***Subject Skills & Abilities***

|  |  |  |  |
| --- | --- | --- | --- |
| • | Entrepreneurship | • | Strong interpersonal |
| • | Business Communication |  | communication skills |
| • | Marketing Management | • | Target oriented. |
| • | International Business | • | Self-Motivated |
| • | Corporate Governance | • Good Decision making skills | |
| • | International Marketing | • | Friendly Behavior |
| • | Event Management | • | Attracting customer skills |

***Experience***

* **ASSISTANT MARKETING MANAGER Pakistan {OCT. 2010 TO NOV. 2016}]**

This is a Multinational Company and Origins is Thailand and its Production is related to Artificial Leather and Consist as a No. 1 company in Pakistan in Artificial Leather Line.

**My Job Related to:** Customer Relations, Product Development, Office Management,Link between CEO to Employees, Personnel Administration. Nearly 3 years working experience in SAP Business One software.

* **COMPUTER OPERATOR(DEO) [T.H.Q HOSPITAL BUREWALA, DISTT. VEHARI {NOV. 2016 TO OCT. 2018}]**

**My Job Related to:** Prescription Management System, Managing Office Operations,Administrative Support to MS, Variety of duties & responsibilities assigned by Higher Authorities.

* **GENERAL MANAGER [NAYA PAKISTAN(BEVERAGE PLANT), BUREWALA, DISTT. VEHARI. (A PROJECT OF RBG INTERNATIONAL GROUP).**

**{FEB. 2019 TO TILL}]**

**My Job Related to:** Supervise all departments leading to company’s interest, Managesthe implementation of company’s policies, Overseeing daily business operations,

Developing and implementing growth strategies, Training Low-Level Managers & Staff, Evaluating Performance and Productivity, Make Policies to increase the Sales Volume of Company.

***Computer Skills:***

* Microsoft Office, Internet Web Surfing & Mailing, Internal Soft wares

***Interests:***

* Articles in Newspapers, Web Surfing, Seeking good people and Professional Relations that might facilitate me professionally.

***Reference:***

* Will be Furnished on demand