Fida

Fida.6167@2freemail.com

Intend to earn myself a challenging career as **Sales, Marketing, Administrative and Customer Service Professional** working for a progressive organization which offers its employees opportunities for professional and personal development.

**Executive Synopsis**

* 3 years of work experince in the field of Telesales and Marketing in Pakistan.
* Characterized as a cooperative and understanding team player, possessing robust analytical skills, core competence in subject matter and designated field, and the capability to handle pressure with ease.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Have excellent communication skills in English, Hindi, Urdu.

**Current Profile Highlights**

Online Marketing Executive Pixarch Architectural Visualization. July 2013-March 2014

Client Financial Advisor State Life Insurance Corporation ( Pakistan ) Sep 2012- June 2013

Business Development Outsource Systems and Solutions. Dec 2011- Aug 2012

Executive ( Call Centre ) Pakistan.

General Service Officer Bilal Hotel ( Lahore,Pakistan ) Jan 2011 – Oct 2011

 Cashier Makan Lah ( Food Court, Limkowking Aug 2010 – Nov 2010

 University, Cyberjaya, Malaysia )

* Maintaining Daily Z-Report.
* Handle cash management.
* Control petty cash; prepare render accounts of individuals & departments.
* Manage the Invoice generation Operation & Credit Control.
* Consulting, report writing.

**Professional & Academic Credentials**

* Have completed 2 semesters in Business Administration (Marketing) with merit from Limkokwing University of creative and Technology, Cyberjaya, Malaysia
* Did Higher National Diploma in Mechanical Engineering from Maritime Training Institute,Karachi.
* Done IELTS with 6.0 Bands from AEO-PAKISTAN, Karachi.
* Intermediate in Pre-Engineering from Govt-Degree Science College Malir Cantt, Karachi.
* Matriculation in Science Group from Karachi Public School ,Pakistan.

**Projects**

* Higher sales achiever in COMWAVE Canadian Campaign.
* Gave 3 Lakhs Pak Rupees business to State Life Insurance Corporation of Pakistan in the 1st month.

**Technical Expertise**

* MS Office Suite (Word, Excel, Access, PowerPoint, and Outlook)
* Email & Internet Applications

**Personal Details**

* Date of Birth: 11/05/1987
* Nationality: Pakistani
* Religion: Islam
* Place of birth: Abu Dhabi ( U.A.E )
* Visa Status: Visit Visa ( 3 Months )
* Languages Known: English, Hindi, Urdu
* Marital Status: Single
* Address : Dubai, UAE