**Objective:**

Looking for an attractive designation in an organisation where I can utilise my skills and experience to achieve goals.

**Work Experience:**

* Worked as a Senior Sales Representative at Nexus Corporation.
* March 2017-September 2017
* Highest amounting record was set for Sales Team
* Handled Customer Support
* Refund Management was handled with new standard records for the organization
* Looked after Training and Development for Sales Representatives
* Worked as a Sales Representative at Cubexs Ltd.
* Generated sales to achieve the sales target
* Handled Customer Support
* Worked as a Sales Representative at TradeTech llc.
* Generated sales to achieve the sales target
* Handled Customer Support
* Worked as a “Marketing Executive” at Oceanic Star lines
* I was responsible to develop the business for the firm in Europe region
* Also worked for the finance department for a month, where I was responsible for the bank reconciliation
* Learned about the statement of accounts (SOA) of the agents working globally for the firm
* Worked for Nova Foods, as a Marketing Executive, performed as a procurement manager and personal assistant of the CEO
* I was responsible to look after the purchases of the firm
* I was looking after the daily reports of the company, cross check them
* To look after the problems occur in daily business routine
* Business development and strategy planning for the business
* Worked on a call center project as a “Sales Executive” for a Canadian firm, Sun Life Financials
* To set appointments for the firm advisors who will visit the customers doorstep and let them know about the company policies

**Education and Certification:**

* Bachelors in business Administration (BBA)
* Completed 3 years at Iqra University
* Intermediate in Commerce (I.Com)
* Aga Khan Higher Secondary School (2011)
* Matriculation (Science)
* Little Folk’s Secondary School (2009)
* IU Entrepreneurial Society, Self Preneurship workshop 2013
* Certificate of appreciation
* Certificate of participation
* **Related Course Work:**
* Oral Communication
* Business Communication
* Writing Skills
* Business English
* Financial Accounting etc.
* **Skills:**
* Strong work ethics
* Communication
* Analytical
* Positive attitude
* Team player and leading

* **Technical work:**
* Climax
* Microsoft Office
* SPSS
* Adobe Photoshop
* ***Personal Information:***
* Name: Muhammad Aamir khan
* Father Name: Nihar Gul
* D.O.B: 1993 – 09 – 13
* Nationality: Pakistani
* CNIC Number: 42101-7415047-7