SHEIKH MUZAMMIL SAEED

|  |  |
| --- | --- |
| House No. R-53, Sector 15A-4,  Buffer Zone, North Nazimabad Town, Karachi.  Cell: 0331-0321020  Email: [sheikh.muzammil@hotmail.com](mailto:sheikh.muzammil@hotmail.com) | |
| PROFILE | A Hardworking person with the ability to work well both independently and in a team. Boldness and vision to initiate new ideas and implement innovative approaches through strategic direction. Excellent communication and presentation skills underpinned by an enthusiastic and practical approach. |
| EXPERIENCE | * 6 Months worked as Customer Care Representative (CRO) in Innovative Traders. * 1 Year worked as Call Center Agent in 3com (Pvt) Ltd. * 02 years worked experience as an Admin officer in Shafi Groups. * 01 year worked as an Admin officer in Super Groups. * 02 years worked as a Senior Business Development Executive in ICM JAPAN (worldwide used car export company of Japanese cars) effective from 2016 Feb to 2018 June. |
| OBJECTIVE | To pursue a career in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and to develop my professional skills. |
| STRENGTHS | * Excellent communication and presentation skills underpinned by an enthusiastic and proactive approach to handle challenging situations tactfully. * Extensive expertise in training and development. * Ability to think outside the box. |
| QUALIFICATION | * B.Com from Govt. College of Commerce Hyderabad Sindh in the year 2010. * Intermediate from Govt. City College Hyderabad Sindh in the year 2006. * MS-Office from Digital Institute of Computer Science in the year 2005-2006. * English Language Program from Pakistan American Cultural Center (PACC) level 1 to 4 in the year 2003-2004. * Matriculation from Meraj Public School Karachi in the year 1999. |
| PERSONAL INFORMATION | Father’s Name : Sheikh Saeed  Date of Birth : 10th January 1983  CNIC # : 42101-0680732-7  Nationality : Pakistani  Marital Status : Single  Domicile : Karachi, Sindh  Religion : Islam |