

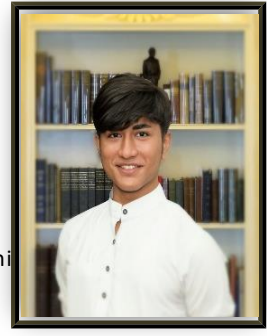
MUHAMMAD SAAD BIN LIAQUAT

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Address House No: 31/A, Street No: 50, Sector-C, Near Maryyam Masjid, Manzoor Colony, Karachi



OBJECTIVE:

Have an excellent enthusiasm and passion to work in an organization which is on the lookout for "hard working" and "serious" candidate. Have an ability to manage frontal seats of an organization due to great public speaking and convincing skills.

EDUCATION, AWARDS and CERTIFICATES:

- B.S. in Environmental Science from Federal Urdu Sci. University, Karachi (in progress)
- Intermediate (Pre-Medical) from Baqai Cadet College, Karachi
- Matriculation in Science with "A" Grade from Board of Secondary Education Karachi
- Passed JLPT N3 with an "A" grade in vocabulary, held by the Japan Foundation
- Got first position in speech in overall Sindh at 21st camp of Sindh scouts (2011)
- Certified Reiki (Japanese art of spiritual medicine) healer by the Institute of Mind sciences Pakistan (trained by Prof. Dr. Moiz Hussain)

EXPERIENCES and ROLES:

- **CEO of Let's Learn Japanese Pakistan:**
 - Creating content.
 - Teaching Japanese to Urdu speaking audience.
 - Providing support regarding careers in Japan.
 - Student counselling for studies in Japan.
 - Promote Japanese culture in Pakistan.
 - Work to promote Pak-Jap relations and promote friendship
- **Working as support provider at Auto Craft Japan:**
 - Overlooking all processes and making sure things keep going great
 - Overlooking implementation of policies and providing assistance and support when needed
 - Translate Japanese documents
- **Worked 8 months at Axact as an executive in department of Brand Management (brand communication-press):**
 - Translating all sort of official documents, ads, brochures and other mediums of brand advertisements (from/ in Japanese)
 - Suggesting appropriate brand management strategies to senior staffs
 - Interacting and communicating with international agents
 - Helping in designing proper vectors of brand communication with clients
- **Worked as executive in department of international sales-Axact:**
 - Provide support for international sales department through different mediums for e.g. providing support to customers through live chat, calls etc.
- **Running All Saint's Public School, as a co-owner**
 - Manage teaching and non-teaching staff
 - Execute and design appropriate brand strategies
 - Supervise curriculum designing
 - Directly interact with customers and satisfy them
 - Keeping order, and make staff follow SOPs

- Train teaching and non-teaching staffs, for their respective roles
- Design and suggest standard protocols, and policies
- Manage Quality Control
- Keeping record of expenses and internal audit.
- **Volunteer at Metal Seinen (NGO working for Pakistani youth)**
 - Suggest Japanese cultural activities
 - Interact with audience directly in events
 - Help design events structures
 - Execute orders from higher management
 - Attend events as representative
 - Volunteer for events
- **03-year of teaching English, biology, chemistry, & Japanese language in Pakistan**
 - Teach English, biology, and chemistry to secondary classes directly
 - Conduct appropriate experiments for practical learning
 - Prepare students to take Japanese Language Proficiency Test
 - Teach basic and advance Japanese language and make students familiarize with Japanese culture and norms
- **05 years of experience in online hypnotherapy, reiki training, basic counseling, Silva method & Neuro Linguistic Programming**
 - Interacting and treating international clients, and guide them about appropriate therapies and suggest alternative medicines
 - Keep record of their condition
 - Provide therapies and counseling

COMPUTER SKILLS:

- Typing (English & Japanese)
- Basic movie making and editing
- Adobe Photoshop
- Power point, Excel and Word
- Researching

LANGUAGES:

- English (both American and British accent)
- Japanese
- Urdu
- Punjabi
- Latin (beginner)
- Pashto

PERSONAL INFORMATION:

- Father Name: Liaquat Ali
- Date of Birth: 29th Oct, 1998
- Domicile/PRC: South, Karachi (Sindh)
- Marital Status: Single
- Religion: Islam
- Nationality: Pakistani