**MAZHAR AHMED QURESHI**

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 **SUMMARY**

 ***Dedicated to creating a positive environment in organisation and eager to bring the organization’s productivity and reputation.***

**WORK EXPERIENCE**

**ICM-Japan**

***Business Development Executive***

* Conduct Auto market research
* Managing clients contacts & Data
* Managing outbound calls timely.
* Effective use of marketing through Email & Social media etc
* High customer relationship skills.
* Consulted with customers to determine vehicle requirements and priorities
* Excellent presentation and closing skills

**Edu. IDEAS- Lahore, Pakistan- Aug 2017**

***Distribution Manager***

* Managing Overall operations
* Take orders over the phone, Internet, or through email.
* The transportation of material from production site to client.
* Review and approve purchase orders.
* Conduct market research to learn about the demand
* Visit schools & book shops
* Negotiate contracts and prices.

**Oxon Academy—Karachi, Pakistan-2016**

***Administrative Coordinator***

* Completes administrative projects by identifying and implementing new technology and resources.
* Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.

**International Call Support Centre --Karachi, Pakistan June 2014 to 2015**

***International Sales Executive***

* Experience in a customer support role
* Identifying customers’ needs, clarify information, research every issue and providing solutions
* Managing large amounts of outbound calls in a timely manner
* Build sustainable relationships and engage customers by taking the extra mile
* Reports directly to the CEO

**ACADEMIC CERTIFICATION**

* **University of Karachi-PAKISTAN |2013**

*Master in Social Science*

*CPGA 3.38*

* **University of Sindh-PAKISATN|2010**

*Bachelor of Arts*

* **Gov’t Arts & Science College-Hyderabad**

*Humanities and Social science*

*B Grade*

* **Matriculation—Hyderabad**

*A Grade*

**Certifications**

* **MS programing**
* **Mass media : in contemporary world**

**PROFESSIONAL SKILLS**

* **Customer Care and Serve**
* **Advance Communication skills: Listening. Speaking. Writing**
* **Negotiations and Declamation**
* **Management Experience**
* **Computer literacy**

**Languages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Listening**  | **Reading** | **Reading** | **Writing** |
| **English** | **A** | **A** | **A** | **A** |