

Muhammad Ishaq

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Qualification

Abdul Wali Khan University Mardan:

Jan 2023

- *Master Of Business Administration (Marketing)* CGPA: 3.3
- *Bachelor Of Business Administration (Marketing)* CGPA:3.0

May 2020

Work Experience

Management Trainee Officer

Bestway Cement Company Mianwali

Oct 2023 - Present

- Received local and imported items, ensuring adherence to quality standers.
- Collaborated with team members to conduct detailed quality check on received items.
- Generated daily materials requisition report for effective inventory management.
- Executed comprehensive inspection reports within the SAP system.
- Created good receipt notes (GRN) on SAP for accepted items and managed rejection number.
- Posted material item requisition (MIR) in SAP, maintaining accurate records of all item's inspection.
- Managed the issuance of materials to the relevant department, ensuring timely and accurate distribution.
- Maintained meticulous documentation throughout process, adhering to established procedures.

Sr. Marketing Officer:

Home & Green Group of Properties Mardan

2years

- Successfully served Sr. marketing officer for two years, gaining extensive knowledge.
- Implementing various marketing techniques and strategies to enhance the agency's visibility and success.
- Managed a team of marketer and providing them clear instruction.
- Expanded the agency reach by attracting and retaining overseas clients.
- Increased sale by identifying profitable projects facilitating their successful marketing and sales
- Cultivated strong relationship with clients, building trust and ensuring their satisfaction.

Sale & Marketing Officer:

Ahmad Brother Honda Dealership Mardan

1year

- Joined as an intern and quickly gained valuable knowledge and skills in sales and marketing.
- Successfully increased sales by implementing effective sales strategies and techniques.
- Maintained strong client relationships by providing timely and positive responses.
- Actively inform clients about new stocks, Managed social media marketing.
- Oversaw the planning and execution of advertisements and promotional activities.

Skills

- Marketing strategies, Marketing Research,
- Client relationship Management
- Sale & business development
- Innovation mindset, Team collaboration
- Planning/Organization skills
- Creative problem solving
- Communication, Work ethic
- Leadership, Strong presentation

Digital Skills

- Microsoft office, Excel, PowerPoint
- SAP, IR, GRN, MIR
- Amazon drop-shipping
- Daraz seller Center
- Youtube channel Management
- Facebook marketplace
- Video/Picture editing
- Canva basic skill

Certification

- Center for social education & development.
- Connect to Pakistan conference.

Languages

- English, Urdu, Pashto

Interests

- **Interests:** Travelling, Researching, Making videos, Community Engagement, Snooker.
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