

CURRICULUM VITAE

ABDUL HAFEEZ

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CAREER OBJECTIVE

Seeking for opportunities to contribute my skills effectively for the growth of organization and my career

KEY SKILLS

- Communication Skill
- Problem Solving
- Presentation
- Teamwork
- Computer Skills (Graphic Designing, MS Office etc.)

CERTIFICATIONS

- Digital Marketing
- Graphic Designing
- Customer Relationship Management
- Social Media Marketing by HP Life

EDUCATION

Institute of Management Sciences, Peshawar: Bachelors of Business Administration (BBA-Marketing 2018-2022)

Army Public School and Degree College, Peshawar: Faculty of Science (F.Sc-Pre-medical)

LANGUAGES

- Urdu
- English
- Pushto

VOLUNTEER EXPERIENCE

- **Ambassador** - Ran'aa Welfare Organization
- **Volunteer**- The Citizen Foundation-Baghbaan
- **Volunteer** – IM-Volunteer
- **Team Lead**- BusinessFest 2018

WORK EXPERIENCE

PakWheels.com, Peshawar — Sales Executive (MAR 2023 – OCT 2023)

- Visit seller locations and upload/manage car listings for all assigned customers and coordinate with inspection teams for timely certification of vehicles
- Manage all incoming queries (calls, SMS, WhatsApp, etc.) for all assigned car stock and provide information to prospective buyers
- Visit seller locations with prospective buyers for vehicle viewing and use proven sales techniques to effectively present and sell automobiles to prospective buyers
- Ensure proper transfer of vehicles from sellers to buyers at the time of transaction

Cloud Rexpo, Rawalpindi — Business Development Executive (SEP 2022 – NOV 2022)

- Identifying and researching potential leads through various methods such as online research
- Email management and communication through email
- Contacting potential leads through phone calls, emails, or other forms of communication
- Passing employees through recruiting process and hiring them

IRYS Marketing Agency, USA — Digital Marketing Specialist (MAY 2022 – AUG 2022)

- Create and manage social media content
- Use softwares to create designs
- Continuously stay up-to-date with the latest design and marketing trends

Intkase, USA — Marketing Specialist (NOV 2021 - FEB 2022)

- Developing and implementing digital marketing strategies
- Critical thinking and research
- Staying current on industry trends and technology

The Jewel Marketing Company, USA — Social Media Manager (OCT 2021 - NOV 2022)

- Develop and implement social media strategies to increase brand awareness and engagement
- Create and curate engaging content for various social media platforms, including text, images, and videos
- Monitor and respond to customer comments and inquiries on social media

REFERNECES

- SHAHZAD HANIF (Institute of Management Sciences, Peshawar)
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