



MUHAMMAD ARSLAN FAYYAZ

0345-7444665

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Objective

Dedicated professional with solid background in administration marketing, digital marketing, sales, and public relations. Strategic and creative thinker with effective communication and writing skills. Proven ability to develop strong client relationships quickly and promote teamwork. Skilled in MS-Office and computer operates. I want to be a part of your organization's success by offering high motivation, responsibility and quality work.

Personal Information

Muhammad Arslan Fayyaz

S/O: Fayyaz Ahmad

DoB: 04 August 1989

Nationality: Pakistan

Permanent Address: Farid Town, Sahiwal.

Contact No. +92-345-7444665

Education

2014 – 2018 MBA (MS/M.phill) Marketing – **Bahauddin Zakariya University, Multan.**

2012 – 2014 Bachelor of Commerce (B.com) – **University of The Punjab, Lahore.**

2010 – 2012 Intermediate (D.com) – **Punjab Board of Technical Education, Lahore.**

2008 – 2010 Matric (Science) – **Board of Intermediate and Secondary Education, Multan.**

Additional Education

Course of **Content/Online Marketing and Advertising** – e-Rozgaar

Hafiz-e-Quran

Organizational Experience

- Worked as Assistant Manager Sales & Marketing in **ISMMART Group of Industries.**
 - Sales & Marketing
 - Customer Services
 - Reporting
 - Customer Quires
 - Customer Handling
 - **Additional Work** Procurement of Supplies (Quotations, vendors meeting, bargaining, handling supplies, vendors and reporting).
- Worked as Assistant Marketing Manager in **Al-Kareem Associates** for 3 Years.
 - Manage Marketing Actives
 - Social Media Marketing
 - Hiring Agencies
 - Customer Services\ Satisfaction
 - Customer Handling
 - Reporting
 - **Additional Responsibility** Procurement of Supplies, Supply Chain Managing, Meeting with vendors and Contractors, Monitoring the Projects (Sahiwal, Toba tek Sigh and Burewala)
- 3-month Training from **VIVO Mobile Company.**
 - Sales and Marketing
 - Monitoring the Sales Promoters
 - Reporting

- Worked in **Pakistan Tobacco Company** as Brand Ambassador for 1 year.
 - Monitoring Sales team and Reporting
 - Brand Awareness (regarding product)
 - Create Brand Image of product
- Worked as Assistant **Manager in Marshal Milk Foods** for 1.3 years
 - Sales and Marketing
 - Monitoring Sales
 - Reporting
- Having 6 years' experience of **Teaching and Coaching** (as a Tutor).

Internship Experience

- 8 weeks' internship in Telenor. (Marketing and customer Care Department)
- 12 weeks internship in Bank Alfalah Limited Sahiwal.

Core Competencies

- Sales and Marketing
- Marketing Communication
- Team Management
- Public Relations
- Teamwork
- Brand Management

Skills

- Good Management skills
- Ability to motivate others
- Analytical skills
- Goal Achiever
- Good management skills
- Communication skills
- Interpersonal skills
- Effective Communication
- Ability to motivate others

Computer Skills

- MS Word
- MS Excel
- MS Power point
- SPSS

Academic Achievements

- Member of Logistic Committee BZU, Sub Campus, Sahiwal.
- Member of Dramatic Society in BZU, Sub Campus, Sahiwal.
- Member of Sports Society in BZU, Sub Campus, Sahiwal.
- Have managed various events in BZU, Sub Campus, Sahiwal.

Study Projects

- Research proposal on Customer Satisfaction.
- Marketing Activities on TELENOR Project.
- Entrepreneurship Project.
- Project of Sales Management.

Interest and Hobbies

- Socializing and Networking
- Enthusiastic in organizing events/Travelling
- Cricket
- Badminton
- Travelling

Reference

It will be furnished on demand.