

Resume

Abdul khaliq S/o Najeeb Ullah shafique

Present Address:

District & Tehsil
Sec: H-11/4
Islamabad
E-Mail: malik.abdul43@gmail.com

Permanent Address:

H.no: D-73/a St: Sufi Hayat Ullah khan,
Moh:Khanki Khel.
District: Mianwali
Contact: +923017221119

General Profile:

I consider myself a conscientious, adaptable, motivated and hardworking individual, confident and committed to succeed in my profession. I am a fast learner in diverse environment that enables me acquired skills, drive, initiative and team work.

Objective:

To enhance my abilities, skills and capabilities through working with professionals, dynamic, progressive and reputable organization.

Academic Qualification:

- 2010 : **Bachelor of Arts (B.A)**
University of Punjab.
- 2007 : **Intermediate**
Board of Intermediate and Secondary Education Sargodha
- 2004 : **Matriculation (Science)**
Board of Intermediate and Secondary Education Sargodha

Professional Qualification:

CCA
TEVTA, Punjab.
DIT(1-Year)
Nics Computer College Mianwali
Electronics (6-months)
Vocational Training Insitute Mianwali

Career History:

Sales Manager: “ADEEL SHEHBAZ STEEL MILLS”
(Overall Experience: 9 Years and currently working)

Key Expertise:

- Sales team supervision
- Territory management
- Relationship building
- Complex negotiations
- Lead qualification
- Presentation & proposals

Professional Experiences :

- | | |
|-----------------|------------------------------|
| 1. Organization | : Nestlé Milk Pack (pvt) Ltd |
| Designation | : DEO (DATA ENTRY OPERATOR). |
| Duration | : 3 years (contract basis) |

Responsibilities:

- Ensuring the accuracy and relevancy of all data entered into databases
- Sorting and processing invoices from suppliers
- Highlighting any discrepancies in data to senior managers
- Entering sales data, market survey information and personal information into computer databases.
- Performing data review and clean-up processes

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|-----------------|------------------------|
| 2. Organization | : Pepsi cola (FMCG) |
| Designation | : Warehouse Supervisor |
| Duration | : 1 year intern |

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|-----------------|------------------------|
| 3. Organization | : Acted |
| Designation | : Community Mobiliser. |
| Duration | : 6 month |

Responsibilities:

- Preparation of activity based report of all programs.
- Mobilizing the community about the program.
- Organized Seminars and other events.
- Facilitate the visits of foreign delegates at local level.
- Sensitized the community about their rights and circumstances.

Skills:

Computer Usage:

Comprehensive working knowledge of these software packages:

- Microsoft Office and Open Office
- Windows 7, 8 and 10 operating system installation and usage.
- Graphic scanning/printing.
- Software installations in the operating system.
- Internet usage.

Communication skills:

1. English (Reading, Writing and Speaking).
2. Urdu (Reading, Writing and Speaking).
3. Saraiki (speaking)

Personal information:

Domicile	:	Mianwali
Religion	:	Islam
Nationality	:	Pakistani

Reference:

Reference will be provided on Demand.