

# Mohammad Majid Ishtiaq



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**Languages :** \_\_\_\_\_

Urdu  
English

**Hobbies :** \_\_\_\_\_

Photography  
Cricket  
Football  
Book reading

**Workshops :** \_\_\_\_\_

Time & Task Managment  
FSSC V 5.1  
ISO 9001  
Training & Development

**Digital Marketing :** \_\_\_\_\_

Facebook  
Instagram  
Youtube

**IT SKILLS** \_\_\_\_\_



## Summary

Sales and marketing assistant with 10 years of experience who successfully expanded company's market share through strategic sales initiatives and handled creative direction of many marketing campaigns through meticulous business planning and effective social media marketing, human resource development .

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Commercial awareness
- Confidence
- Able to work in pressure
- Communication skills
- Interpersonal skills
- Decision-making skills
- Communication with
- Customer Relationship.
- Creative design
- Innovative
- Service-focused
- Multitasking.
- Analytical Thinking
- Creativity
- Technology
- Public Speaking
- Entrepreneurial
- Organizational skill
- Negotiation.

## Education

**Bachelor of Business Administration Hons. - 2016**  
**University of Lahore.**

**F.SC PreMedical - 2012**  
**Superior College.**

**Matric - 2010**  
**Govt. Central Model School Lower Mall**

**November 2017 to Still**

**SHEIKHOO SUGAR MILLS LTD.**

Designation ( Sales Mkt.A.M )

Explore new parties and manage stocking and lifting schedule.  
Export paper preparation and LCCI Chamber works.  
Day to day strategy working on sale & market purchases.  
Design parties working schedule.  
Reconcile party ledger on daily basis.

**Job Duties & Responsibility :**

- To correspond / communicate within and outside of the organization.
- Handling Transportation area for Dispatch sugar also get feedback from customer.
- Establishes and maintains a consistent corporate image throughout all product lines, promotional materials, and events.
- Working on ERP .
- To monitor company sales KPIs and sales performance.
- Represents company at trade association meetings to promote product.
- Meets with key clients, assisting sales representative with maintaining relationships and negotiating and closing deals.
- Monitors competitor products, sales and marketing activities.
- Attend Sales and Marketing meetings.
- Anticipate new opportunities to maintain relationship with important clients.
- Develop field sales action plans and advertising to accomplish marketing and sales goals.
- Training and facilitating team members in continuously improving process.
- Super vision on loading vehicle at the sugar site.
- Supervision about the work and create map how can increase sale.
- Explore new company B2B marketing & B2C marketing .
- Visiting the new company and analysis of the business.
- Export documentation like E-form preparation Local L-C.
- Payment collection after given the goods to the company.
- Data entry as per given site projects and analysis given to GM.
- Handling mills issue relevant to labour .
- Local purchase different things from the market and other company.
- Strategic making and plan create for increasing sales.
- Compensation and rewards given to employee suggest to GM.
- Strategic making for the achieve sales target and to achieve company goals.
- Public relations making.

**Sept 2015 to November 2017 AHMAD SAJJAD ART PRESS**

Designation (Office Manager)

Controlling payroll and production .  
Control Customer Order & Dispatches

**Job Duties & Responsibility :**

- Trainings different management areas based multiple developmental needs.
- Prepare monthly attendance records and maintain leaves records.
- Recruit the talent with respect to emerging needs of company.
- Making effective plans & organizational development.
- Applying TNA for organization employee.
- Cost-effective planning.
- Maintain employment records, which include accession list, headcount and confirmation reports.
- Manage client portfolio and ensure good client services give us over the company.
- Engage in social media and on-ground marketing activities.
- Engage in R & D on various aspects bestowed by the company.
- Campaign/Event Planning.
- Branding, ATL, and BTL activities.
- Meetings with customers for feedback.
- Market visit once a time in a week.
- Product R&D searchfor New customer development.
- Monitoring and analyzing market trends.

- Facilitate hiring and termination processes.
- Process probation documents and prepare confirmation letters
- Prepare comparison statements of manpower
- Develop organograms for departmental structures
- Undertake any other tasks assigned by senior management,demonstrating flexibility and initiative.
- Manage security,housekeeping,maintenance tasks,food arrangements for guests,and event organization.
- Manage furniture,fixture arrangements,and electronics procurement,maintaining accurate records.
- Handle Cellular devices registrations with PTA for directors and coordinate flight bookings for foreign guests
- Arrange vehicle purchases, registrations, sales,and maintenance for company vehicles.
- Handle documentation for Visa on Arrival for foreigners & employees, business invitation letters,recommendation letters,and membership with the LCCI.
- Undertake any HR and Admin tasks ordered by top management