

# MUHAMMAD AHSAN LODHI

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**Cell No** +92 309 7324682  
**Nationality** Pakistani  
**Languages** English and Urdu  
**Address** House # 117-A, Street # 12, Qureshi Street, Sanda, Lahore

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## Career Objective

Motivated and hardworking graduate seeking an entry-level position in Accounting and Finance. Eager to develop my skills, contribute to a dynamic team, and support organization's success through dedication and a strong willingness to learn.

## Academic Education

## Institute

## Completion

Intermediate (I.Com)

Board of Intermediate and Secondary Education Lahore

Continue

Matriculation

Board of Intermediate and Secondary Education Lahore

2015

## IT Proficiencies

MS Excel, Word, and PowerPoint

Beginner

## Professional Experience

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### IMPERIAL (PRIVATE) LIMITED

**Title:** Sales Officer

**Period:** 2019-2024

#### **Responsibilities:**

Key responsibilities as Sales Officer include:

- Regularly follow up with clients to ensure timely payments and address any payment-related queries.
- Take client orders for tax consultation services, ensuring accurate details are captured and processed.
- Contact clients for overdue payments and assist in resolving any billing issues.
- Provide excellent customer support by addressing client concerns and queries related to tax services.
- Maintain accurate records of client interactions, orders, and payment status.
- Assist the sales team in reaching out to potential clients and setting up meetings or consultations.
- Coordinate with other departments to ensure client orders are fulfilled accurately and on time.