

MUHAMMAD SHAYAN

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I want to become part of a dynamic organization where I can utilize my skills and knowledge which I have learned in my academics and professional career, to further boost the efficiency of the organization.

EXPERIENCE

MARCH, 2019 – AUGUST, 2020

ACCOUNTANT, AYS INTERNATIONAL

- Receiving cash from customers.
- Payment to parties.
- Preparing salaries and commission for staff.
- Maintaining sales record.
- Maintaining inventory record.
- Maintaining budget.
- Preparing sales and cash reports on daily basis.
- Training new employees.
- Dealing with bank on behalf of the company.

SEPTEMBER, 2020 – JUNE, 2022

SALES EXECUTIVE, AYS INTERNATIONAL

- Handling Sales on AYSONLINE.PK
- Uploading And updating Item Information On Website
- Arranging and Managing Inventory for Received Orders.
- Keep Track of Orders until it's received by customer.
- Dealing and Arranging Documents for Logistics Team.
- Reviewing new Ad's and generate Sale Campaigns.
- Collaborations with new Ventures to Generate Sales.

JUNE, 2022 – PRESENT

PRODUCT PORTFOLIO EXECUTIVE, AYS INTERNATIONAL

- Managing Product line on AYSONLINE.PK, Daraz.pk, Leyjao.pk, and on well-known Banks.
- Uploading And updating Item Information On marketplaces and Bank portals.
- Keep the track record for new Schemes.
- Working on Daraz.pk and Leyjao.pk Portals to keep check of new Products.
- Joining Business Development meetings with Administration for new B2B Collaborations.
- Keep in touch with different Business partners to ensure sales and to improve their relationship With the company and solve their Problems.

EDUCATION

MARCH, 2017

SSC, HAPPYDAY SCHOOL SYSTEM

BISE Peshawar

MARCH, 2019

D.COM, GOVERNMENT COLLEGE OF MANAGEMENT & SCIENCES PESH

BOARD OF TECHNICAL EDUCATION PESHAWAR

SEPTEMBER, 2020

BS, UNIVERSITY OF PESHAWAR

SKILLS

- ACCOUNTING
- FLOOR SALES
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- ONLINE SALES
- MARKETING STRATEGY
- SEO WORK FOR WEBSITE

ACTIVITIES

Travelling, Reading, Social Media, Internet Browsing