

Sikandar Mukhtar

Address:

Bukhari street, house No.130/13R, Hussaini Chowk Bahawalpur

+92-3027765112



sikandarmukhtar123@gmail.com



Personal Profile

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|------------------|---|----------------------------|
| • Date of birth | : | 8 th April 1997 |
| • Nationality | : | Pakistani |
| • Marital Status | : | Single |
| • Domicile | : | Bahawalpur |

Objective

To work with a dynamic organization, that provides opportunities for the development of diversified professional skills and their application in a contemporary and futuristic business environment.

Education

The Islamia University of Bahawalpur

Master in business administration (MBA) | Feb. 2019- Oct. 2021

- CGPA: 3.63/4.0
- Studied different subjects related to management sciences

Government S.E College Bahawalpur

Bachelor in Information Technology | Oct 2014-Oct 2018

- CGPA: 3.12/4.0
- Studied different subjects related to Information Technology
- Worked on various semester project and one final year project

Working Experience

“State life Insurance Corporation.”(November 2016-Dec 2021)

Designation: Sales Manager

Work Responsibilities:

- Delivered engaging sales presentations to new clients, explaining technical information in simplified language to promote features and increase client base.
 - Improved sales processes to streamline customer acquisition and onboarding strategies.
 - Coached employees in successful selling methods and encouraged cross-selling to drive revenue.
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Office work & Computer Skills

- Microsoft Word
- Microsoft Excel
- Excellent communication & presentations skills.
- Command over MS office, Windows and internet browsing.
- Documentation, filing and record maintaining.

Certificate

- Management orientation study
- Foundation course

Language

- English
- Urdu

Interest

- Cricket
- Book reading

Reference

Relevant Experience Certificate & References' will be furnished upon request.