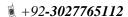
# Sikandar Mukhtar

#### **Address:**

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





sikandarmukhtar123@gmail.com

#### **Personal Profile**

Date of birth : 8<sup>th</sup> 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.



## 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.