MUHAMMAD SHAHZAD SHAPAL

**Mobile No**: +92 –331-5303849/ +92-333- 5500627

# EMAIL: sheezi447@gmail.com

**CAREER OBJECTIVE**

Seeking a challenging opportunity to demonstrate my skills and abilities attain experience, knowledge in an organization working on a National scale offering scope for career growth and professional development.

# ACADEMIC QUALIFICATIONS

* Graduation (B.COM) Punjab University 2008
* Intermediate (I.COM) F. B. I. S. E-Islamabad 2006
* Matriculation F. B. I. S. E-Islamabad 2004

**WORK EXPERIENCE SUMMARY IN IN MANHA TRAVEL & TOURS “CLIENT SERVICE EXECUTIVE” JULY** 2008

To 2009

# My work experience at MANHA TRAVEL & TOURS Details the following:

* + Addressed and resolved clients' concerns quickly and effectively
	+ To provide a visit and working visa and better information provided to clients. Also reserve the flights as per client requirement.
	+ To book a customer tickets and manage record accordingly.

**As an Operations Coordinator North ( Sales & Distribution Department )**



* Daily merchandising executions in market through sales staff.
* Liaison with different internal and external stake holders including, Sales operations, Field sales team, Finance, Warehouse, Trader Marketing and Distributors.
* To meetings with vendors, clients on daily basis and find solution for any critical matters.
* To responsible Islamabad Regional Office all administration concerns.
* To made merchandiser salaries and share with finance department for disbursement.
* To maintain all record on daily weekly basis as on excel sheet & document form.
* To achieve monthly sales target with the support of sales team.
* To hire sales staff and save the record as per policy.
* Share daily reporting to managers and shared daily M&A activities in presentation form.
* To manage all data and data compiling in region wise.
* To encourage MAOs for sales target and daily sharing target achievement report.
* To research market activities with competitor network like Zong, Jazz, Telenor and with the help of Vendors execution of sign boards & advertising materials.

**Skills & Abilities**

* Good in Communication and Public Dealing, Handling.
* Problem solving, Analytical & Interpersonal skills.
* Challenging and Multi-Tasking.
* Focused and able to work consistently under stress and pressure.

**Computer Skills**

* Microsoft Office
* Microsoft Windows
* Strong follow up on Emails.
* Working knowledge of local area network and wide area network

 **PERSONAL DATA**

* + Date of Birth: 30th March 1988
	+ Nationality: Pakistani
	+ Marital status: Single

**References**

Available upon request