

ASAD SHAFIQ

Current Position: Campaign Incharge /Time Keeper (Proscamp LLC)

Address: Pakistan National, currently residing Al-Satwa, Dubai, UAE
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OBJECTIVES:-

- To obtain a position in a well reputed organization that will enable me to excel by using my strong organizational skills, educational background, and ability to work well with people.
- As a motivated and ambitious young professional, I seek to leverage my skills and enthusiasm to contribute to a dynamic company.
- I am eager to collaborate with a dedicated team, embrace new challenges, and grow within an organization that values creativity, dedication, and forward-thinking.

EDUCATIONAL QUALIFICATIONS:

➤ Matriculation	2011-2013	Gov. Boys High School No. 01, Pasrur
➤ Intermediate	2013- 2015	Punjab Group of Colleges, Sialkot
➤ Graduation	2015-2017	University of Punjab, Sialkot (Attempted)

WORK EXPERIENCES:

- Worked as Food Serving Boy at Zero Gravity Hotel (Nov2023-Apr 2024)
- Worked as Branch Manager at DARAZ store (2017-2019)
- Worked at Utility Store, Badyana as Cashier (2020-2022)

RESPONSIBILITIES:

To carry out all routine and non-routine works & activities, few of them are as follows:

- Oversee daily operations, ensuring smooth logistics, customer service, and timely delivery of products.
- Manage and motivate a team, providing guidance and training to achieve sales targets and improve customer satisfaction.
- Analyze sales data and implement strategies for business growth and customer retention.
- Process customer purchases, handle cash, credit, and other payment methods accurately and efficiently.
- Assist customers with queries, provide information on products, and ensure a positive shopping experience.
- Help in managing stock by monitoring product availability and reporting low stock levels for restocking.
- Excellent communication skills and presentation skills

- Demonstrate exceptional time management skills by consistently meeting project deadlines, ensuring timely delivery of high-quality work even under tight schedules and high-pressure.
- Actively contribute to increasing team productivity by implementing efficient work processes and demonstrate a proactive approach to problem-solving.
- Uphold high standards of professionalism and reliability by being punctual and dependable, fostering a positive work environment, and maintaining a strong commitment to achieving organizational goals.

DIPLOMAS & CERTIFICATES:

- Professionally Certified for **IATA** (International Airline Ticketing Association)
- Completed online course on **Principles of Management** from **Johns Hopkins University**, 2024
- Completed online course on **Flight mechanics - The basis from ISAE Supearo**, 2024
- Completed online course on **Foundations of Project Management** from Google Career Certificates, 2024

COMPUTER SKILLS:

- Operating System: MS-DOS
- MS Office: 97,2000, XP2001.XP2003
- Utility Software: Corel Draw
- Hardware: Assembling, Troubleshooting, Configuration

PERSONAL & ORGANIZATIONAL SKILLS:

- Time Management, Communication, Setting Goals
- Working Under Pressure, Self-Motivation, Analytical Thinking
- Decision Making and Strategic Planning
- Quick learning and hardworking
- Good communication and presentation skill Organized and best structured at work
- Dynamic and patience
- Hard worked team member
- Have the ability to work for long hours even under pressure

PERSONAL INFORMATION:

Father's Name: Muhammad Shafiq
 Date of Birth: May 27, 1996
 Nationality: Pakistani
 Marital Status: Single
 Can Speak Efficiently: (English, Hindi, Urdu, Arabic)

DRIVING LICENSE:

- Holding Valid (LTV), UAE, Driving License

- Holding Valid (LTV), Pakistan, Driving License (2023)