



Qaiser K. Din

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ABOUT ME

To develop a respective with position with my skills and hard work in that offer professional growth, opportunity to forward while being resourceful and innovative.

WORK EXPERIENCE

09/2016 – 04/2023 Pakistan

ADMIN MANAGER PL COMMUNICATIONS (PVT.) LIMITED

- Maintain and update file of day to day operations
- Maintaining the Data Folders
- Updating Company Data Base of New and old Employees.
- Team Management
- Event Management
- Event Operations
- Looking for New Talent
- Analysis employee weaknesses and strengths
- Problem solving
- Administration
- Recruiting and training personnel
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency

04/2014 – 08/2016 Pakistan

SALE EXECUTIVE PLATINUM GLOBAL SOLUTIONS LIMITED

- B2B Sales
- B2C Sale
- Customer Handling
- Cold Calling
- E-Mail Marketing
- Maintain Master Sheet of Day to Day Operations
- Setting up meetings with potential clients
- Market Research
- Demonstrating and presenting products
- Maintaining accurate records
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets

EDUCATION AND TRAINING

Karachi, Pakistan

BACHELOR OF ARTS (ECONOMICS) University of Karachi

Karachi, Pakistan

INTERMEDIATE Board of Intermediate and Secondary Education

Multan, Pakistan

MATRICULATION Board of Intermediate and Secondary Education

- **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s): **HINDI** | **ENGLISH**

- **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint
