●

 To secure a challenging position in a reputable organization to

expand my learnings, knowledge, and skills. Secure a responsible career

opportunity to fully utilize my training and skills, while making a

significant contribution to the success of the company.



Male



22-09-1999



usamaaslam589@gmail.com



0343-5987381



CNIC # 33303-3265126-7



New islam Pura Toba take singh, Punjab,

Pakistan

**Marketing**

:

eCommerce

**Customer service**

:

Product knowledge

**Communication Skills**

:

Interpersonal skills

**CRM software**

:

Customer assessment

**Computer Skills**

:

MS Office

●

 English

●

 Urdu

●

 Panjabi

●

 References will be furnished upon request

USAMA ASLAM



CONTACT INFORMATION



SKILLS



LANGUAGES



REFERENCE



CAREER OBJECTIVE



EDUCATION

 **-**

2021

**BBA**

,

GCUF

 **-**

2017

**F.Sc Pre engineering**

,

Barrett Hodgson International College

 **-**

2015

**Matric**

,

BISE Faisalabad



WORK EXPERIENCE

 **-**

1

 YEAR

**Virtual Assistant in Ecommerce Field**

**Key Responsibilities**

●

 Daily management of the online store and making sure that the

website is kept up to date with new products.

●

 Plan the execution of new strategies.

●

 Make sure that products are displayed correctly on the website.

●

 Ensure that images of the product are collected before launching.

●

 Working closely with the buying and merchandise team to ensure

products will arrive on time.

 **-**

 MONTHS

6

**CRM (the Goal is simple improve Business Relationships to Grow**

**your business)**

**Key Responsibilities**

●

 Involve an effective system for managing the relationships your

organization has with its customers

●

 Helps you find new customers, win their business, and keep them

happy by organizing customer and prospect information in a way

that helps you build stronger relationships with them and grow your

business faster.

●

 Collecting a customer's website, email, telephone, social media

data, and more, across multiple sources and channels.



CERTIFICATES

 **-**

**Seminars / Workshops**

●

 Time Management Seminar

●

 Stress Management Workshop

●

 Risk Management

●

 Computer Short Course's

© goodcv.com