●

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

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22-09-1999

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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



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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.

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CERTIFICATES



**-**

**Seminars / Workshops**

●

Time Management Seminar

●

Stress Management Workshop

●

Risk Management

●

Computer Short Course's

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