

## Ahemd Raza Rafique

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### SUMMARY

To have a strong foundation on business and commerce, I have done a bachelor's degree in commerce and along with that I have worked in different reputed organizations in good positions like the Sales Executive and Management, so my education and experiences along with these skills are in match. That I can do good management and administration effectively and efficiently

### WORK EXPERIENCE

| Date | Job Title   | Employer                | City, Country      |
|------|---|-------------------------|--------------------|
| 2024 | Private Business  | Dairy Farms             | Mansehra, Pakistan |
|      | <ul style="list-style-type: none"><li>▪ Management</li><li>▪ Accounts</li><li>▪ Ledger</li><li>▪ Maintenance</li></ul>  |                         |                    |
| Date | Job Title   | Employer                | City, Country      |
| 2019 | Business Development Executive  | PMS II, (HD Nestle Ltd) | Mansehra, Pakistan |
|      | <ul style="list-style-type: none"><li>• Morning session with DSF</li><li>• Traceability</li><li>• Market Visit (Check On services, Expiries, Plano Gram, damage stock and short stock/SKUs</li><li>• Logistic</li><li>• Making order</li><li>• Discuss market report to distributions and full fill the deficiency.</li><li>• Checking account.</li><li>• Report to the Line Manager.</li><li>• Expense Sheet</li></ul> |                         |                    |
| Date | Job Title   | Employer                | City, Country      |
| 2018 | Manager   | Sunny Cash and Carry    | Mansehra, Pakistan |
|      | <ul style="list-style-type: none"><li>• Cashier</li><li>• Data Entry</li><li>• Logistic</li></ul>   |                         |                    |

- Recruitment
- Accountant
- Floor management

| Date | <i>Job Title</i>  | Employer          | City, Country      |
|------|-------------------|-------------------|--------------------|
| 2016 | Sale's Supervisor | Maqbool and Son's | Mansehra, Pakistan |

- Morning session with DSF
- Logistic
- Traceability
- Market Visit
- Checking of account
- Monthly Report/Target

| Date | <i>Job Title</i>                | Employer      | City, Country      |
|------|---------------------------------|---------------|--------------------|
| 2010 | Customer Service Representative | Soat-ul-Quran | Mansehra, Pakistan |

- Making Out bond calls
- Introduction to services
- Scheduling Classes
- Handling Queries from Customer
- Information
- Handling accounts.

## EDUCATION

| Date | Degree Title | School Name       | City, Country      |
|------|--------------|-------------------|--------------------|
| 2014 | B.Com        | Hazara University | Mansehra, Pakistan |

| Date | Degree Title | School Name     | City, Country      |
|------|--------------|-----------------|--------------------|
| 2008 | F.Sc         | Bise Abbottabad | Mansehra, Pakistan |

| Date | Degree Title | School Name     | City, Country      |
|------|--------------|-----------------|--------------------|
| 2006 | SSC          | Bise Abbottabad | Mansehra, Pakistan |

## RELEVANT SKILLS

### Communication:

- Excellent Communication and writing skills.
- Able to manage relationship and production.
- Excellent and effective cooperation.

- Very good ability to gather report and take action on it.

**Computer:**

- Internet Surfing
- Web Browsing/Email
- Ms Office
- Software/Hardware

**Key Words:**

- Positive Attitude, Communication Skills, Computer Skills,
- Strong worth Ethics, Honesty & Integrity, Punctuality,
- Flexibility & Adaptability, Problem Solving Skills,
- Interpersonal Skills, Team Work Skills,
- Initiative & Motivation, Loyalty.

**Languages:**

- English (Excellent)
- Urdu (Excellent)
- Hindi (Excellent)
- Punjabi (Excellent)

**PROFESSIONAL CERTIFICATIONS**

- Diploma of Electrician from BTE Peshawar.
- Diploma of Office Automation from IICEL Mansehra.