



# Jahanzaib Jamal

Experienced professional with a diverse background in Sales, Room Management, Cash Handling, Computer Operations, Merchandising, and currently excelling as a Business Development Officer since 2018. Seeking a role where I can leverage my extensive experience and versatile skill set to drive growth, foster client relations, and contribute to strategic business development initiatives within a dynamic and progressive environment

## Experience

- +923129890999
- jazijamal39@gmail.com
- Karachi, Pakistan
- Pakistani
- February 2, 1992
- Married

## EDUCATION

- Intermediate**  
Karachi Board  
2010-2011
- Matriculation**  
Karachi Board  
2007-2008

## LANGUAGE

- English ● ● ● ● ●
- Urdu ● ● ● ● ●

## HOBBIES

- Sports
- Travelling
- Reading Books
- Camping
- Hiking
- Gardening

### 2018-Till Now ZONG 4G Telecom Communication Ltd. | Karachi, Pakistan

#### Business Development Officer

- Generated new leads and pursued business opportunities.
- Fostered relationships with potential clients and partners.
- Conducted market research and analyzed industry trends.
- Prepared proposals and presentations for business growth.
- Contributed to the development of sales strategies.

### 2015 - 2018 Pizza King | Karachi, Pakistan

#### Sales Representative

- Took customer orders and provided menu information.
- Processed transactions and handled cash.
- Prepared and served food orders efficiently.
- Addressed customer inquiries and concerns.
- Maintained cleanliness and organization in the store.

### 2014 - 2014 Days Inn Hotel | Karachi, Pakistan

#### Room Management

- Coordinated room reservations and check-ins.
- Managed guest requests and room assignments.
- Ensured cleanliness and maintenance of rooms.
- Handled customer inquiries and issues.
- Oversaw room inventory and availability.

### 2011 - 2013 Metro Cash & Carry | Karachi, Pakistan

#### Cash Till Counter

- Managed cash transactions at the counter.
- Handled customer payments and provided change.
- Balanced cash registers at the end of shifts.
- Assisted customers with inquiries and purchases.
- Ensured accuracy in financial transactions.

### 2009 - 2011 Searce Company | Karachi, Pakistan

#### Computer Operator

- Managed computer systems and ensured their smooth operation.
- Executed routine maintenance and resolved technical issues.
- Oversaw data entry tasks and maintained accuracy.
- Assisted in troubleshooting and resolving computer problems.
- Contributed to maintaining system security and backups.

## SKILLS

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- Customer service and sales
- Transaction processing
- Lead Generation
- Relationship Building
- Market Research
- Proposal Development
- Strategic Planning
- Problem-solving
- Communication Skills
- Reservation Management
- Organization Skills
- Accuracy
- System Management
- Troubleshooting
- Data Entry
- Technical Problem-solving
- Software Proficiency
- Product Merchandising
- Market Analysis
- Collaboration Skills
- Attention to Detail



2006 - 2009

Colgate Company | Karachi, Pakistan

### Merchandiser

- Implemented product merchandising strategies.
- Organized displays and marketing materials.
- Analyzed market trends and competitors.
- Collaborated with sales and marketing.
- Managed inventory for product availability.

## Certification

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- **Completed 3-month course in Basic Computer Applications** covering Windows, MS Office (Word, Excel, PowerPoint), multimedia presentations, email, and internet browsers. Proficient in essential computer operations and office software for effective data management and document
- Completed an 8-month **Computer software and hardware course**, gaining expertise in Windows installation and troubleshooting.
- Obtained **Certificate in Information Technology (CIT)** completed between June and July 2014, covering core IT concepts and applications.
- Fire prevention and fire Fighting
- Personal survival technique
- Security awareness and training
- Elementary first aid
- personal safety and social responsibility