



Muhammad Usman

Nationality: Pakistani **Date of birth:** 10/12/2004 **Gender:** Male

Phone number: (+92) 3003344295

Email address: Osmansaabofficial@gmail.com

Home: House no. ZB-6124, Street # 12 Lift Wali, Near Abu Bakre Masjid, Post office Pirwadhai Baddar Colony, IJP Road Rawalpindi, 46000 Rawalpindi (Pakistan)

ABOUT ME

I am an enthusiastic and dedicated individual with a passion for learning and personal growth. I enjoy exploring new ideas and experiences that challenge me. My interests include renewable energy and sustainable practices, and I strive to make a positive impact in my community.

EDUCATION AND TRAINING

MATRIC (SSC)

Islamabad Model College For Boys [13/09/2021]

City: Islamabad | Country: Pakistan

INTERMEDIATE OF COMPUTER SCIENCE

Mian. Shabaz Sharif Degree College For Boys [28/08/2023]

ASSOCIATE DEGREE IN COMMERCE

Allama Iqbal Open University Islamabad [Current]

WORK EXPERIENCE

Technical Worker

DIGIT [10/10/2023 – 30/04/2024]

City: Islamabad | Country: Pakistan

Quality Control (QC):

- Inspect raw materials and finished products to ensure they meet quality standards.
- Perform functionality tests and identify defects.
- Prepare quality reports and ensure compliance with industry standards.

Assembly:

- Assemble mobile phone components, following detailed instructions.
- Operate assembly tools and machinery.
- Conduct in-line inspections and product testing for functionality.

Packing:

- Pack finished products into appropriate packaging materials.
- Ensure accurate labeling and final quality checks.
- Prepare products for shipment and complete necessary documentation.

Inventory Management:

- Manage inventory levels of raw materials, components, and finished products.
- Coordinate with suppliers for timely procurement.

Process Improvement:

- Continuously evaluate and improve production processes.
- Implement lean manufacturing techniques to reduce waste and enhance efficiency.

Compliance and Documentation:

- Ensure adherence to industry regulations and safety standards.
- Maintain accurate production and quality records.

Sale Representative

MAYSUN SOLAR [01/05/2024 – 30/09/2024]

City: Islamabad | Country: Pakistan

- 1. **Customer Outreach:** Actively contacting potential customers through phone calls, emails, and face-to-face meetings to promote solar panel and battery solutions.
- 2. **Product Knowledge:** Gaining in-depth knowledge of MAYSUN Solar's products, including technical specifications, benefits, and installation processes to effectively communicate with clients.
- 3. **Needs Assessment:** Conducting consultations with customers to understand their energy needs and recommending appropriate solar solutions tailored to their requirements.
- 4. **Sales Presentations:** Creating and delivering persuasive sales presentations to showcase the advantages of solar energy systems, highlighting energy savings and environmental benefits.
- 5. **Follow-Up:** Maintaining ongoing communication with leads and clients to follow up on proposals and address any questions or concerns.
- 6. **Market Research:** Staying informed about market trends, competitor products, and new technologies in the solar industry to better position MAYSUN Solar in the marketplace.
- 7. **Customer Service:** Providing exceptional customer service before, during, and after the sale to ensure customer satisfaction and encourage referrals.
- 8. **Sales Reporting:** Keeping accurate records of sales activities, customer interactions, and sales performance metrics to track progress and inform management.

Social Media Management

MAYSUN SOLAR [01/10/2024 – Current]

City: Islamabad | Country: Pakistan

Social Media Manager

Maysun Solar – Islamabad, Pakistan

- Oversee and manage Maysun Solar’s social media presence on platforms such as Facebook, Instagram, and TikTok, creating engaging and SEO-optimized content.
- Develop and execute social media strategies to increase brand visibility, customer engagement, and lead generation.
- Plan and schedule posts, ensuring timely and consistent content delivery to promote solar energy solutions.
- Monitor social media trends and incorporate them into content to keep the brand relevant and engaging.
- Interact with followers, respond to inquiries, and build a strong online community around Maysun Solar.
- Analyze performance metrics using tools like Facebook Insights and Google Analytics, adjusting strategies for optimal results.
- Collaborate with the marketing team to align social media efforts with broader marketing campaigns and brand objectives.

DIGITAL SKILLS

INTERNET AND SOCIAL MEDIA / Listing, tracking products, data entry, freelancing and digital marketing / Good use of Microsoft app, social network, internet search engines and e-mail / Microsoft Office (Word , Excel and Power Point) / E-Marketing & E-Commerce / Virtual Assistant Amazon (VA) / digital literate / Information Technology Literacy / Computer literacy and communication / Basic AI knowledge

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): Punjabi