Muhammad Zain

• City: Karachi, Country: Pakistan • Tel: + (92) 336-8110139 • Email: [mohammad.zain75@yahoo.com](mailto:mohammad.zain75@yahoo.com)

• LinkedIn: https://www.linkedin.com/in/muhammad-zain-9a5797151/

## ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experienced and resourceful E-Commerce Specialist, Data Analyst, Data Management, Web Scraper, Product Research Associate with a Diploma: Aptech Institute of Pakistan, Three Year Program in Computer Software ACCP PRO, Degree: BSCS In Computer Software. Accomplished at an Associate E-Commerce Executive. A Flexible Team Player Who Thrives in Environments That Require Adaptability to Effectively Give Precedence to Multiple Ongoing Tasks. Highly Resilient, Mobile, Optimistic Patient Risk-Taker Who Is Open to New Ideas. I am a highly motivated and dedicated young man with strong creative and conceptual skills, always prepared to accept challenging tasks and hence, want to join an organization where I can use my potential to further enhance my personal and professional growth.

## **Work Experience**

**2023– current Associated E-Commerce SpecialistCubix Karachi (Pakistan)**

* + - Research Skills
    - Data Management
    - Product Management
    - E-commerce Optimization
    - Data Entry

**2021 – 2023 Management Information Technology (MIS)Metrics Media**

* + - IT Management Monitoring
    - Management Information Systems (MIS)
    - Reporting & Analysis

**2020 – 2021 Inventory Control SpecialistSiddiqsons GroupKarachi (Pakistan)**

* + - Inventory Analysis
    - Distribution Center Operations
    - Reporting & Analysis
    - Data Entry

**2017 – 2020 Data Entry OfficerSAVVY DATA SYSTEMSKarachi (Pakistan)**

* + - Microsoft Excel
    - Data Entry
    - Reporting & Analysis

**2015 – 2016 Data Entry OfficerSpeedylancerKarachi (Pakistan)**

* + - Microsoft Excel
    - Data Entry
    - Reporting & Analysis
    - Customer Service

## **Relevant Skills**

* **Computer skills:** Microsoft Office, Reporting & Analysis, Data Management, E-commerce Optimization, Reporting & Analysis, Data Entry Operator.
* **Technical:** Driving, Cooking.
* **Professional/Social:** Teamwork, Communication, Organizer, Problem-solving.
* **Languages:** Urdu, English (Fluet)

**Education**

**2019 - 2022 *Bachelor of Computer Software* Newports Institute of Communications and Economics**

**2015 - 2018 *Diploma in Information Systems Management (DISM)* Aptech Pakistan**

###### **Professional Certifications**

**Certificate of Participation in Internal Aptech Vision 2016.**