Muhammad Zain

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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.**