

CURRICULUM VITAE

SOHAIL MUHAMMAD

Inzargai Tehsil Katlang District Mardan Khyber Pkhtunkhwa

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OBJECTIVE:

Highly motivated and detail-oriented professional seeking a challenging role in an organization where I can utilize my skills in accounts, sales, and administration to drive growth and increase profitability. With a proven track record of successfully managing accounts receivable and payable, generating sales leads and closing deals, and streamlining administrative processes, I am confident in my ability to contribute to the success of the organization. I am a quick learner and an effective communicator, with the ability to work well both independently and as part of a team. My goal is to leverage my skills and experience to help the organization achieve its goals while also advancing my own professional development.

WORK EXPERIENCE:

Professional Experience

KAREEM MART (Departmental Store) *(1st Jan 2022 Up to till date)*

A. CEO Retail Sales Associate:

Duties & Responsibilities

- ✓ Greeting customers and responding to questions and giving information to the customers.
- ✓ Sharing product knowledge with customers and providing recommendations to customers.
- ✓ Managing financial transactions and processing payments. Preparing merchandise and design displays.
- ✓ Handling customer complaints. Processing newly received shipments.

EXPLORE MARKETING (Pvt) Ltd. Mardan *(4th April 2015 Up to 31st Dec 2021)*

B. ACCOUNTS And SALES MANAGER:

Duties & Responsibilities

- ✓ Documents financial transactions by entering account information.
- ✓ Financial information by completing data base backups.
- ✓ Prepares payments by verifying documentation, and requesting disbursements.
- ✓ Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

NEST MARKETING (Pvt) Ltd. Mardan *(12th May 2012 Up to 31st March 2015)*

C. SALES MANAGER:

Duties & Responsibilities

- ✓ Manage a sales team and provide leadership, training and coaching.
- ✓ Develop a sales strategy to achieve organizational sales goals and revenues.
- ✓ Set individual sales targets with sales team.

- ✓ Track, collate and interpret sales figures and reporting.

(BMTC) BUILDING MATERIAL TRADING COMPANY *(Feb – 2011 Up to April 2012)*

D. PERSONAL SECRETARY:

Duties & Responsibilities

- ✓ Attend all visitors, telephone calls.
- ✓ Follow up daily tasks and office routine works for General Manager.
- ✓ Coordinate with staff to handle all assignment given by G.M to complete it well in time.
- ✓ Prepare quotations, time sheets for staff and other office work related to Administration Dep't.

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program.

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:

2012 – 2015	Master of Business Administration Abdul Wali Khan University Mardan
2010 - 2012	Bachelor of Arts Abdul Wali Khan University Mardan
2008 -2009	High School Certificate Board of Intermediate and Secondary Education, Mardan
2005 -2007	Secondary School Certificate Board of Intermediate and Secondary Education, Mardan

Relevant Qualifications:

Languages:

- ✓ English: Fluent in speaking and writing
- ✓ Urdu: Mother language.

PERSONAL INFORMATION:

Full Name: Sohail Muhammad

Nationality: Pakistani

Marital Status: Married

Date of Birth: April 18, 1991

Passport No: MK0151613

References:

will be provided on demand