

USAMA ASLAM



CONTACT INFORMATION

Male

22-09-1999

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New islam Pura Toba take singh, Punjab,
Pakistan

SKILLS

Marketing:

eCommerce

Customer service:

Product knowledge

Communication Skills:

Interpersonal skills

CRM software:

Customer assessment

Computer Skills:

MS Office

LANGUAGES

English Urdu Panjabi

REFERENCE

References will be furnished upon request

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

- 2021
BBA, GCUF
- 2017
F.Sc Pre engineering, Barrett Hodgson International College
- 2015
Matric, BISE Faisalabad

WORK EXPERIENCE

- 1 YEAR
Virtual Assistant in Ecommerce Field
Key Responsibilities
 - Daily management of the online store and making sure that the website is kept up to date with new products.
 - Plan the execution of new strategies.
 - Make sure that products are displayed correctly on the website.
 - Ensure that images of the product are collected before launching.
 - Working closely with the buying and merchandise team to ensure products will arrive on time.
- 6 MONTHS
CRM (the Goal is simple improve Business Relationships to Grow your business)
Key Responsibilities
 - Involve an effective system for managing the relationships your organization has with its customers
 - Helps you find new customers, win their business, and keep them happy by organizing customer and prospect information in a way that helps you build stronger relationships with them and grow your business faster.
 - Collecting a customer's website, email, telephone, social media data, and more, across multiple sources and channels.

CERTIFICATES

- **Seminars / Workshops**
 - Time Management Seminar
 - Stress Management Workshop
 - Risk Management
 - Computer Short Course's