



PERSONAL DETAILS

Irfan ullah

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DOB: 29/03/1999

Nationality: Pakistani

Marital Status: single

AREAS OF EXPERTISE

- Sales & Marketing
- Customer relations
- Administration
- Computer work

IRFAN ULLAH

CAREER OBJECTIVE

“To secure a challenging position that fully utilizes my skills and education a true opportunity for advancement within the framework & willing to work in a challenging environment to do the work independently,

Always focus on goal.

PERSONAL SUMMARY

I am a dedicated, highly analytical and self-motivated professional with over 01 year of experience in the field of freelancing , and 6 month Adobe Photoshop course and 6 months MS office course

In my past career I have successfully handled office work and data entry work as an additional responsibility. I am appreciated for adopting and successfully executing additional responsibilities with all my previous employers. Having served as an In-charge and Lead Executive on several high profile engagements which showcase excellent organizational skills and capability of being able to work well under own initiatives and in team environments I have learnt the value of both.

In-depth. Understanding Office work and data entry work and Financial Reporting concepts and principles, with a sector focus.

I am a keen believer in sustainability, learnability and continuous improvement. And am well versed with MS office applications and freelancing work given a chance I am positive that I can utilize my professional skills and expertise in the best interest of this organization.

CAREER HISTORY

Online Free lancing

Digital marketing

Pakistan

Jan-2021 to April-2021

Private company

Office clerk

Pakistan

Jan-2020 to Jul-2020

Duties;

- Maintain a daily sales sheet.
- Answering all email enquiries within hour.
- Provide assistance and support to the sales team.
- Contributed to and participated in team meetings and activities.
- Welcomed and assisted visitors to the company offices.
- Logged enquiries and resolutions on a database.
- Follow up with customers.
- Direct reporting to the MD.

Computer Knowledge

- Photoshop
- Advance MS Office
- Computer software maintenance
- Logo making
- Online working

LANGUAGES

- **English** – Fluent
- **Pasto** – Fluent
- **Urdu** - Fluent
- **Birohi** - Fluent

PERSONAL SKILLS

- Problem solving
- Flexible personality
- Enjoy Team work and accept challenges
- Committed, honest and dedicated work
- Excellent Organizational skills

KHILJI GROUP OF COMPANIES Sales & Marketing

PAKISTAN

March-2019 to Oct-2019

Duties;

- Selling products and services using solid arguments to prospective customers
- Performing cost-benefit analyses of existing and potential customers
- maintaining positive business relationships to ensure future sales

ACADEMIC QUALIFICATION

Intermediate
college Quetta Balochistan

Government science

KEY SKILLS

Personal

- A good level of written and verbal communication skills.
- Able to quickly gain extensive knowledge of a company products & services.
- Possessing a confident and articulate telephone manner.
- Experience of working shifts, early mornings, afternoons, weekends & nights.
- Adaptive to change and ability to multi-task.
- Able to work as part of a team and in a busy telephony environment.
- Committed to promoting high quality standards at all times.
- Flexible and adaptable.
- Ability to stay calm under pressure.
- Able to react quickly and effectively when dealing with challenging situations.

REFERENCE

Available on request