**Muhammad Iqbal**

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Nationality: Pakistani

DOB: 31-01-1991

**Objective Statement:**

With a bachelor’s degree in business administration and information technology, I have the potential to learn any business-related job with ease and can do it efficiently. My degree also helps me in today’s world where everything is dependent on computers. I believe that I can adapt to any business environment and can bring innovation and productivity to the job and business.

**Experience:**

1. **Remote Business development associate (Infinity organic food company).**
* . Collecting competitors’ details of products, prices, and policies to get the market's picture.
* . Contacting suppliers to build a strong B2B relationship in the field of organic food and beverage business.
* . To promote the company's online presenice with social media marketing teams.
* . To write content keeping in view SEO.
1. **Accountant (ASM Enterprises – Karachi).**
* . To make conventional clerical spreadsheets for making transaction entries to store records.
* . Be responsible for employees’ payroll.
* . Responsible for account payable and account receivable.

**Education:**

Bachelor in Business Administration and information technology (BBA-IT Hons)

University of science and technology - Bannu September 2008 to April 2013

**Skills:**

 • Microsoft Office (3 years) • Effective business communication skills (3 years) • Strategic Social media marketing (3 years) • SEO based Content writing (2 years) • Marketing Research (3 years)

**Languages:**

 • English – Fluent

 • Urdu - Fluent