 **Muhammad Ali Bhatti**

Permanent Address : House No. B/487, Mohni Bazar Nawabshah, Shaheed Benazirabad (Sindh).

**Contact no: 0303-3088144**

**Email: malibhatti88@gmail.com**

**OBJECTIVE**

**To become the part of a dynamic institution where I face a challenging environment and may contribute all my skills and expertise to raise repute of institution to the height of success and as a whole groom and upgrade myself as well.**

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| **Principle Subjects covered** | * **Managerial Skills, Human Resource Development, Brand Management, Personal selling, Marketing Management, Integrated Marketing communication, Consumer Behaviour.** |

**Job Responsibilities:**

**Administration:-**

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| * **Good Governess in Administration** * **Maintain School record/ files.** * **Complete syllabus on time.** * **Make exams result on merit basis.** |
| * **Maintain Office/School Stationary.** |
| * **Coordinate with parents/ student regarding their problems concerning sub-ordinate Staff Office.** |
| * **Supervision School Check cleaning & housekeeping.** |
| * **To supervision all administrative issues.** |
| **Incharge Examination Department Administration .** |

**WORK EXPERIENCE**

* **Area coordinator continue in The Citizen foundatin School**
* **Admin & Accountant in The Citizen foundation School since July 2019**
* **Five year Teaching experience coaching classes.**
* **English Languages.**
* **Nursery to Eight Class.**

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| **SALES MANAGER** | |
| * **Ensures that Quality Processes are implemented for the continuous improvement of skill which in turn steers customer satisfaction** | |
| * **Facilitate service request transaction efficiency by following up with customers for customer satisfaction, complaints, suggestion, etc** | |
| * **Organizing and setting up all the display especially for the new items** | |
| * **Recording all the sold and unsold items** | |
| * **Assisting and taking customer’s order and demand.** | |
| * **Checking the entire tag price according to the price list.** | |
| * **Taking part in the inventories and sales report progress.** | |
| **Abilities** | |
| * **Communicator, Negotiator, Can interact With People, Effective Decision Making and Problem Solving, Trouble shooting, Good Leadership and Team Management Ability.** | |
| **EDUCATIONAL BACKGROUND**  **Qualification** | |
| * **M.A Master of Economic 2nd Division**   **From University of Sindh passing year 2021.**   * **B.A Bachelor of Arts 2nd Division**   **From University of Sindh passing year 2010.** | |
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| **Computer Skills** |  |
| * **Microsoft Office XP** | |
| * **Internet utilities** | |
| * **Computer Languages/ Programming (C++, Java, Oracle, Visual Basic)** | |
| * **Web page designing** | |
| * **Computer Accounting/ Quick book / Peach Tree/Tally Software’s.** | |
| * **Computer Operation Speeds 30 WPM.** | |

**Personal information:**

**Father’s Name:** Late Ashraf Ali **Domicile :** Nawabshah (Urban), **Religion:** Islam **,**

**Caste:** Bhatti,  **Languages:** English, Urdu, Sindhi, **Nationality:** Pakistan

**Date of Birth:** 02-09-1988**, Status:** Married

**References:**

**Will be provide on your request.**