



MUHAMMAD HADI NADEEM

OBJECTIVE

To seek a challenge post in oriented organization with devoted to contribute positively towards its objective to the best my knowledge, abilities skills and to serve with honesty, Integrity and diligence with the firm believe that the entities would be my own

WORK EXPERIENCE

SENIOR SALES EXECUTIVE

Abu Dawood Pakistan - Karachi

Dec 2020 - Present

- SALES PROCTER AND GAMBLE (P & G) PRODUCTS ON CALLS.
- Prepare Orders in Order Sheets.
- Update Customer Information.
- Provide information to the customers regarding price/Discounts.
- Coordinate With Supply Team For Order Delivery.

Phone Banking Officer

National Bank Of Pakistan - Karachi

Jan -2020 to Feb 2020

- SOLVE CUSTOMER QUERIES ON CALL.
- MANAGE CUSTOMER BANK ACCOUNTS DETAILS.
- ACTIVATION AND DEACTIVATION OF DEBIT CARDS.

Asst Store Manager

Essa Engineering PVT Ltd Karachi

Mar 2019 - Aug 2019

- MANAGE STORE ACTIVITIES.
- MAKING PURCHASE ORDERS OF STOCK.
- ISSUE GATE PASSES OF STOCK TO DEPARTMENT.
- CHECKING INVENTORY ON DAILY BASIS.

EDUCATION

- Indus University - Karachi

Bachelor Of Commerce

Aug 2017 to July 2019

- Govt Degree College Bufferzone - Karachi

Intermediate (Pre Engineering)

Jun 2015 to Jul 2017

- Ghazali Public Garammar Schhol - Karachi

Matriculation (Biology)

Apr 2005 to Jun 2015

CONTACT



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Karachi , Pakistan

SKILLS

- Office 365
- Team Work
- Time Management
- Leadership
- Verbal & Written Communication
- Problem Solving

LANGUAGE

- English
- Urdu