

Muhammad Daud Khan

Cell #: +92 300 8353988,

Email: expohomemart@gmail.com



Career Objective:

To explore and refine my capabilities in context of management, team work and dedication for a target in learning environment and to benefit the organization to the best of my knowledge, skills and abilities.

Professional Experience:

Working with Five Stars LLC (Remote UAE):

Organization: Five Star Elect & Mech Equip Co LLC

Address: Industrial Area 11 Sharjah UAE

Position: Purchase Executive officer

Inclusive Date: 20 April 2023 till

Job Description:

At **Five Stars LLC**, I worked as a **Purchase Executive Officer**. My main duties and responsibilities details are given below but not limited to these only

- Research Potential Vendors/Suppliers
- Track orders and ensure timely delivery
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage

Working Digital Census Project (NADRA) :

Organization: National Database and Registration Authority

Address: Jehangira Nadra office

Position: Tehsil Support Officer (TSO)

Inclusive Date: 10 Jan 2023 till 10 April

Job Description:

At **Nadra**, I worked as a **Tehsil Support Officer**. My main duties and responsibilities details are given below but not limited to these only

- Trained the Enumerators for Digital Census 2023
- Documentations and maintain all the records of enumerators and supervisors
- Acknowledge and resolve all the technical issues in tablet
- Push data to all tablets from MDM server
- Scanning IMEI, Troubleshoots, Updation, and GPS locations
- Collect Date and assign the tablets to every Enumerators

- Resolving Issues in Database form MDM Server (PBS and Nadra)
- Inventory management System
- HR Management system

Working Alpha Smart Phones:

Company Name: Alpha Smart Phones

Address: Bahria Town, Islamabad, Pakistan

Position: Assistant E-Commerce Officer (Amazon & E-Bay)

Inclusive Date: March 2019 till 31st Jan 2021

Job Description:

At Alpha Smart Phones, I worked as an **Assistant E-Commerce Officer**. My main duties and responsibilities details are given below but not limited to these only.

✓ Product Hunting

✓ Amazon Account Handling

- Keyword Analysis
- Listing & Launching
- Promotions & Campaigns
- Inventory Management
- Amazon Account Health Maintenance
- Data Entry Operator
- Social Media Marketing
- Web Designing

✓ Tools & Software used during my professional career at work stations.

- Helium 10
- Jungle Scout
- Merchant Words
- Keepa
- MS Office / Word / Power Point / Excel
- HTML
- CSS
- Bootstrap
- JQuery
- Sublime Text 3
- Adobe Photoshop

Product Hunting For Amazon Market:

- Hunting Products on Amazon as per below Criteria.
- High Demand
- Low Competitions
- Profit Margins
- Upwards Trending Products
- Lowest Investment Needed
- No Brand Dominancy
- No AMZ Dominancy
- Lower/No Variations

Amazon Account Handling:

✚ Keyword Analysis:

- Identify the main Keywords of the product through different tools like
- Merchant Word

- Jungle Scout
- Helium 10 (Cerebro, Magnet, Keywords Traker)
- AMZ Tracker

+ Listing & Launching:

- Content Writing (Title, Bullet Points, Description)
- Barcode (EAN, UPC)
- Upload Images (Main Image, Info graphics, Dimensional, Comparison, Life Style)
- Add Variations if ANY

+ Promotions & Campaigns:

- PPC Campaigns (Auto & Manual)
- Identify the Relevant Keywords and run Manual PPC Campaigns
- Promotions on Social Media: Facebook, Instagram, LinkedIn.
- Free Giveaways
- Reviews & Ratings
- Coupons & Deal

+ Inventory Management:

- Manage & Update inventory
- Manage Pricing
- Action Items Needed on Managing Stranded Inventory
- Projections of Sales
- Forecasting for Reorder

Digital Marketing :

- Advertisements/Campaigns
- Google Ads and Engagements
- Instagram Ads
- TikTok Ads
- Facebook ads Campaigns

Web Designing:

- Responsive Web page
- Create costumely web page by coding
- Attractactive web page
- Use many editors for coding
- PSD TO HTML
- Icons
- Creating videos online
- Banners posters etc

Educations:

<u>Degree</u>	<u>Institution</u>	<u>Result</u>
BSIT (Information Technology)	Institute of Business & Management Science	3.21 CGPA on scale of 4
FSc Pre Engineering	City College, Peshawar	Grade A (58%)
SSC (Science Group)	Little Scholars Academy, Kahi Nowshera	Grade A (73%)

Areas of interest:

- ❖ Learning online businesses like Amazon, Shopify, Web designing, Public Sectors Org etc
- ❖ Social media Marketing
- ❖ Administration and development
- ❖ Extracurricular activities like Cricket and exploring internet surfacing.

Personal Qualities & Skills:

- ❖ Organized
- ❖ Responsive
- ❖ Like challenges in positive sense
- ❖ Complete assignment within the set timelines
- ❖ Flexible in nature with work and life
- ❖ Skills to work independently with little oversight.
- ❖ Good communication skills, both written and verbal with the ability to present complex technical information in a clear and concise manner to a variety of audiences
- ❖ Ability to manage multiple projects with tight deadlines.
- ❖ Embrace a start-up mentality and emphasize “have fun”

Personal Information:

Father's Name: Khan Shahzada (Late)
Marital Status: Married
Age: 26 Years Young
Nationality: Pakistani
Email expohomemart@gmail.com
Pak Contact #: +92 300 8353988
Whatsapp #: +92 300 8353988

Declaration:

I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs

References:

- ❖ Available on request.

