

Muzammil Shaikh

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Highlights

1. Communication	2. Sales	3. Administration	4. Business Development
5. MS-Office	6. Accounts and Management	7. Negotiation Skills	8. Team Management

Work experience

IBEX Global – Jazz Campaign – ISB

Accounts Officer

2019 — 2022

1. Process accounts payable and receivable, depending on role
2. Utilize database software to organize financial account information
3. Handle account inquiries from internal and external sources
4. Make regular contact with clients to ensure payment
5. Ensure company financial accounts, such as credit cards, are paid on time
6. Perform internal audits on financial activities as necessary
7. Review both incoming and outgoing invoices
8. Generate financial reports for review regulatory authorities

Goldline Group of Companies

2016 — 2018

Admin Officer

- Administers effective housekeeping at all assigned locations, ensures tidy cleanliness of infrastructure/buildings, etc.
- First Aid arrangements and assist injured employees for First Aid help & help during the hospitalizations process.
- Supervision of contractors and ensure timely signing/renewal of service/labor agreements.
- Manage all communication means at the site.
- Facilitate workers in processing their claims/benefits from Insurance. Supervise members of the administrative staff, equally dividing responsibilities to improve performance.
- Responsible for executive vehicle repair & maintenance and bill processes.

AAA Tracker

2015 — 2016

Business Development

- Qualify leads from marketing campaigns as sales opportunities
- contact potential clients through cold calls and emails
- Present our company to potential clients
- Identify client needs and suggest appropriate products/services
- Customize product solutions to increase customer satisfaction
- Build long-term trusting relationships with clients
- Proactively seek new business opportunities in the market
- Set up meetings or calls between (prospective) clients and Account Executives
- Report to the Business Development Manager on (weekly/monthly/quarterly) sales results
- Stay up to date with new products/services and new pricing/payment plans

Qualifications

Degree	Institute	Year
Master's in public administration	University of Sindh	2018
Bachelor's in business administration	University of Sindh	2014
DCBM	Karachi Computer Tech Institute	2019