**Zain Ullah**

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 Phase-II, Zarghoon Abad, Nawa Killi, Quetta, Pakistan

**Objectives**

 I want to enhance my skills, capabilities and intellectual capacity through hard work, passion, and being committed to whatever responsibility I am assigned with. I bear in mind that every day is an opportunity to become a better version of myself that’s why I put in efforts to keep improvements in my personality and increase the horizon of my knowledge. I aspire to work for humankind by spreading awareness among fellow human beings.

**Education**

**Bachelor of Commerce** 2018-2020

University of Baluchistan

Total marks 1300 Obtain marks 736

Remained among the top 10 students in the class throughout my undergraduate degree program.

**Skill**

* Digital Marketing
* Freelancing
* Microsoft Word
* Microsoft PowerPoint
* Microsoft Excel
* Word Typing
* Accounting
* Bookkeeping
* Business Development Manager
* Quick decision-making capability
* Multilingual Translator

**Date of Birth**

05/11/1997

**Languages**

Pashto, Urdu, and English

**Work Experience**

Work as Bookkeeper in Sadat Enterprises from January 2018 to February 2020.

Work as Business Development Assistant in Sadat Commission Shop from 06-06-2019 to10-03-2021.

Work as Business Development Manager in Sadat Commission Shop from 10-03-2021 to Present.

Worked as Social Media Marketing Manager for Specific projects.

Work as a Freelancer part-time for digital marketing tasks.

Work as a Virtual Assistant for Online shops.

**Hobbies**/**Interests**

Football

Futsal

Traveling

Reading Biographies

Watching Movies

**Awards**, **Achievements**

Awarded with Certificate and trophy in the defense day sketch competition, won the second price on the occasion of the 6th September celebration held at “Garrison Degree College Quetta Cantt”.

Awarded with Certificate and trophy on the occasion of the science exhibition held at “Garrison Degree College Quetta Cantt”.

Awarded with certificate in recognition of an outstanding speech competition Danish Educational Academy is honored to award full certification as an event organizer.

Awarded with **DIPLOMA IN INFORMATION TECHNOLOGY**. It is a Skill Development Program Sponsored by Muslim Hands International (UK). This Certificate is earned during 1st October2017-1st April 2018.

Awarded with Certificate of **TYPING COURSE**. It is a Skill Development Program Sponsored by Muslim Hands International (UK). This Certificate is earned during 1st October2017-1st December 2017.

I have a large number of courses cleared with A grade during.

**Training**, **Workshops**, **conferences and Seminars**

Has successfully completed the Training Course in **(C.I.T)** from **20.08.2017** To **22.02.2018** Total Months, week, hours **(Six Month)** **Muslim Hands Informatics Institute Quetta**. In Recognition thereof this Trade Certificate as Awarded on the **16th** day of the month of August year **2018**.

Has completed the training in **FREELANCING** course under DigiSkills Training program. **Batch-05 Nov 2019-Jan 2020.**

Has completed the training in **DIGITAL MARKETING** course under DigiSkills Training program. **Batch-05 Nov 2019-Jan 2020.**

Participated in “National Exporters Training Program-(NETP)”.

Participated in the “9th Join Border Trade Community Session of Balochistan State of Islamic Republic of Pakistan and Sistan and Balochistan Province of Islamic Republic of Iran 30 to 31 may 2022 Zahedan-Iran”.

Participated in FPCCI elections held in Karachi on January 2022 as a representative of the Sadat Commission Shop from the Quetta Chamber of Commerce.