



Tabish Amjad

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Seeking a position to start a career in the field of Management

Highly communicative individual with strong interpersonal skills and an ability to adapt to working in team environments. Motivated by challenge, dedicated student working to the highest of ability and effectively managing the challenges. Young yet mature with developed employability skills and personal attributes that support the transition from education to full-time employment.

A committed and driven Graduate with a sound understanding , sound organization and planning skills to deliver assignments within set timeframes and to a high quality standard". Key strengths include strong attention to detail and willingness to learn and develop professionally.

KEY SKILLS

- Strong communication skills (phone and face-to-face)
- Strong problem solving and learning skills
- Strong leadership qualities
- Ability to work in teams effectively

EXPERIENCE

PROFESSIONAL EXPERIENCES

06 years working experience in an reputed organization as Alshams Technologies pvt ltd Jan 2016-Dec 2021

02 years and 7 months experience in Alnizam services as a Customer Support Manager Jan 2022-July 2024

Designations:

Sales Agent

As a sales Agent to increase the monthly sales to generate a better revenue for company. Promote and sell products/services using solid arguments to existing and prospective customers.

Perform cost-benefit and needs analysis of existing/potential customers to meet their needs. Establish, develop and maintain positive business and customer relationships.

Sales Team Manager

As a sales team manager to accommodate my sales agents in every possible manner and provide them a friendly and comfortable environment so that they can work with zeal, devotion and peace of mind.

Achieving growth and hitting sales targets by successfully managing the sales team. Designing and implementing a strategic sales plan that expands company's customer base and ensure it's strong presence.

Managing recruiting, objectives setting, coaching and performance monitoring of sales representatives.

Teacher's Coordinator

As a teacher's coordinator make sure that all the classes starts on their proper time and make sure that the teachers are paying fulling attention towards their classes. Develop and implement the curriculums.

Plan, organize, and conduct teacher training, conferences, or workshops. Analyze students' test data.

Floor In Charge

As a floor in charge make sure that all the employees working under me don't have any issues with each other and management. Supervise staff, Train staff to perform allocated roles, Manage inventory.

Customer Support Manager

A Customer Support Manager's role is to ensure a business' customers receive outstanding support and all their needs are met. This may involve creating customer support policies and procedures for staff to adhere to, training and observing employees and assisting unsatisfied customers.

Recovery Manager

As a Recovery Manager manager a group of collection/ recovery supervisors and develops collection strategies to minimize "bad debt" portfolio loss.

Internships

- The Bank Of Punjab July –September 2022
- Riphah Ncuk Evacuee Trust Islamabad July- September 2023
- Intern at Idp Islamabad International Educational Specialist 21 september-24 October 2023
- Intern at Idp Islamabad International Educational Specialist 25 Janurary-28 Feburary 2024
- Riphah Ncuk Evacuee Trust Islamabad June 2024

References are available on request

EDUCATION

Bachelor's in Business Administration (04 year program)

From Riphah International

UNIVERSITYRAWALPINDI Year

(Fall 2020- Spring 2024)

with 3.36 out of 4.00

Inter in Commerce

From Raees Ul Ahraar College

Rawalpindi Year 2020

Position: 1st Division

Matric in Science

From St.Marry's Cambridge Higher Secondary School Muree Road

Rawalpindi Year 2010

Position 2 Division

PERSONAL ATTRIBUTES

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with other team members or with customers.
- ✓ **Honest and Reliable:** Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- ✓ **Time Management:** Dedicated to effectively prioritizing and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.
- ✓ **Commitment & Dedication:** Willing to provide long-term ongoing contribution and commitment to an organization.
- ✓ **Collaborative Team Member:** Ability to collaborate with team members.

Certifications:

- ◆ Basic Computer skills MS OFFICE, MS EXCEL Etc.
- ◆ Completed six week course in Artificial Intelligence.
- ◆ The Manager's Toolkit: A practical guide to Managing people at work
- ◆ Customer segmentation and Prospecting
- ◆ Statistics For International Business
- ◆ Cost Accounting Decision Making
- ◆ Create A Financial Statement using Microsoft Excel
- ◆ Healthcare Consumerism And Implications for care Delivery
- ◆ Delivering Quality Work with Agility
- ◆ Excel Skills For Business Essentials Global Impact Business Ethics
- ◆ Mobile Marketing optimization Tactics And Analytics
- ◆ Foundations Of Digital marketing And E-Commerce

