



MUHAMMAD OWAIS

CAREER OBJECTIVE

To Enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to a new talent and to prove my self a hardworking and keen learner.

PROFESSIONAL EXPERIENCE

Administration Internship

Admin Department

➤ Haidri Beverage (Pvt.) Limited, PepsiCo Bottlers & Group of Companies, Islamabad

Jul 2023 - Aug 2023

- Collaborated with colleagues to improve administrative systems, produced professional reports, and collected and analyzed data.
- Provided administrative support to Office Managers to accomplish tasks.
- Worked closely with the Admin department (HR, Sales, and Marketing) to collect data from the Store and enter it into the SAP/4 Software.
- Recorded and consolidated contents of daily conferences, and compiled data into spreadsheets using Excel.
- Present, Promote and sell Products/ Services using solid arguments to existing and prospective customers.
- Perfume cost-benefit and needs analysis of existing /potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.
- Achieve Agreed upon sales targets and outcomes within schedule.
- Fostering a safe work environment.
- Managing Employee Relations.
- Administering payroll.
- Managing compensation and benefits packages

EDUCATION

- **Master in Public Administration** 2023
 - Virtual University Pakistan
- **Graduation** 2021
 - Sargodha University
- **Intermediate** 2012
 - Govt higher Secondary School Adawal Rawalpindi
- **Matric** 2010
 - Govt higher Secondary School Adawal Rawalpindi

Contact



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Tehsil and District Rawalpindi

Personal Information

Father Name: M. Amin
Date of Birth: 05 - 01 - 1995
CNIC No: 37405-7219292-1
Religion: Islam
Nationality: Pakistani
Marital Status: Married

Professional Skills

- MS Word
- MS Excel
- Basic computer Typing.
- Internet Browser
- Send & Receive Emails.
- Problem Solving
- Creative Thinking.
- Time management.

Key Soft Skills Acquired

- Microsoft Office Proficiency
- Time Management
- Communication
- Problem- Solving

Languages

- English
- Urdu