

CURRICULUM VITAE

PERSONAL

Name: AMJAD IQBAL
Father's Name: Saad Ullah Jan
Date of Birth: October 10, 1988
NID No.: 14203-3751957-9
Domicile: District Karak, Khyber Pakhtoonkhwa
Religion: Islam
Marital Status: Engaged
Permanent Address: Villg: Syed Abad, P/O & Teh: Takhti-e-Nasratti District Karak, KPK
Contact No.: 0332-5469515
Email Address amjad.khattak88@gmail.com

EDUCATION

MASTER DEGREE

Master in Business Administration Marketing

Riphah International University Pakistan

ASSOCIATE DEGREE

Bachelor of Business Administration Marketing

University of the Wah, Wahcantt, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE

F.Sc. (Pre-Engineering)

Board of Intermediate and Secondary Education, Kohat, Pakistan

Kiran Public School and College, Pakistan

SECONDARY SCHOOL CERTIFICATE

Matriculation (Science)

Board of Intermediate and Secondary Education, Kohat, Pakistan

Danish Public School and College, Pakistan

CO-CURRICULAR ACTIVITIES

CERTIFICATE OF SERVICE

- Skill Builder certificate, New jubilee life insurance Company at Peshawar.
- Certificate of organizing **SALES GALA** (19th & 20th Jan 2010).
- Certificate of SMEDA Seminar participation of **"Entrepreneurship as a Career Option."**
- Certificate from University of Wah Seminar participation of **"Economic and Financial Challenges in Current Business Scenario."**
- Certificate from University of Wah Seminar participation of **"Changing Trends in Marketing"**

JOB EXPERIENCE

➤ **ENTREPRENEUR (FRIENDS HOSTEL FOR BOYS) (*May 2015 to due date*)**

I-14 Islamabad near Haji camp madina colony

Managing directly all of responsibility of Hostel including marketing, Financing, Organizing and Planning.

➤ **Assistant Program Coordinator MS SOFTWARE AND PHD COMPUTING (*October 2014 to Date*)**

Riphah International University, Islamabad, Pakistan

Major Assignments, Responsibilities, and Achievements:

Event organizing:

- Lectures/ seminars
- Meetings in conference rooms
- Mid-term exams
- End term exams
- Admission tests
- Open house programs
- Registration weeks

Public Relations:

Dealing with the parents/ guardians in a good manner. And satisfying their queries regarding student affairs like (Admissions, Student performance etc.).

Office Records, Data management, organizing and maintaining diaries, and filing keeping in view to devise and maintain an appropriate office system.

➤ **ADMISSION AND MARKETING OFFICE INTERNEE (*Feb2013 up to Feb-2014*)**

Riphah International University, Islamabad, Pakistan

Major Assignments, Responsibilities, and Achievements:

- Admissions:** Enrolled new student and enter their data in CMS (campus Management System) and also report directly to admission manager
- Marketing:** Using direct marketing tools through telephone calls and emails and also sign board allocation and report to Marketing Manager directly.
- Communication:** Screening telephone calls, enquiries and requests (walk In, emails, faxes, and post), and handling them and forward to High management authority.
- Office Records:** Data management, organizing and maintaining diaries, and filing keeping in view to devise and maintain an appropriate office system.
- Learning:** (i) Dealing with secretarial and administrative tasks, (ii) work closely with senior managerial (iii) help seniors to make best use of their time, (iv) have extensive knowledge of the organization and its aims and objectives, (v) know-how that who are the key personnel

(both external and internal), (vi) having the attributes of discretion and confidentiality, (vii) corresponding on behalf of the manager in his absence.

➤ **WEB MARKETING AS TEAM LEADER (*Jun 2012 to October 2012*)**
PSGI (Pearle shine group international) Lala rukh wahcantt, Pakistan

Major Assignments, Responsibilities, and Achievements:

- Allocate daily target
- Check and analysis of daily report and then forward to high management.
- Train new employee and set their goals on daily basis
- Complete my own task as a team member
- Compile all of team work and forward to concern person

➤ **FORM REGISTRATION OFFICE ISLAMABAD (*April 2011 to April 2012*)**

INTERNEE

Form registration office I-9/2 Islamabad, Pakistan

Major Assignments, Responsibilities, and Achievements:

- Give guidelines of registration for Private schools and madrasa
- Data Entry of form registration

➤ **NEW JUBILEE LIFE INSURANCE COMPANY (*Jan 2011 up to April 2011*)**
Relationship Officer

New jubilee life insurance Company City tower Peshawar, KPK, Pakistan

Major Assignments, Responsibilities, and Achievements:

- **Direct Marketing**
Telephone calls
Door to door
- **Customer handling and customer services.**

➤ **ADDITONAL SKILLS**

- Efficient Computer skills in MS Office, Internet surfing, Windows 8, XP, 98, 2000.
- Good interpersonal skills.
- Effective communication skills in English, Urdu, Pashto and Punjabi.
- Good motivating and leading skills.

➤ **REFERENCE**

- **Reference will be given upon demand**
