Muhammad Hashir Ahmed

**Address:** #A-6, Shamsi Society, Wireless gate, Karachi.  
**Contact No. :** 0346-2671613

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**Career Objectives:**

A challenging position in a progressive organization which provides an opportunity for learning and professional advancement.

**Personal Information:**

**Father’s name:** Javed Ahmed. **Date of birth:** 24.06.1995. **Marital Status:** Single. **Nationality:** Pakistani.

**Academic Qualifications:**

**School:** Matriculation - S.O.S Hermann Gmeiner School - 2009-2011.  
**College:** Intermediate - Govt. Superior Science College - 2011-2013.  
**University:** Bachelors in Commerce - University of Sindh - 2015-2017.

**University:** Masters in Business Administration - Iqra University - (In process)

**Certifications:**

**ERP: SAP (FI) (***Systems, Applications and Products***)** - (completed)

**Professional Experience:**

**1. GARDENERS ACADEMY SCHOOLING SYSTEMS,   
 Assistant Coordinator 01/May/17 to present**

* Maintained record on MS office database of all past and present students contact information.
* Managed organization's year-round online marketing effort and third-party marketing.
* Planned and managed events within or under budget.
* Managed contracts and invoices; communicated approval for accounts payable.
* Developed monthly financial statements.

**2. GARDENERS ACADEMY SCHOOLING SYSTEMS,   
 Receptionist, 01/March/16 to 30/April/17**

* Excel at handling a variety of customer service and administrative tasks and resolve customer issues with expediency.
* Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment. Calmed upset/angry clients researched and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.

**3. RED COMMUNICATIONS,  
Call Center Sales Representative, 01January/2012 to June/2012**

*Connected with 50 to 100 customers daily to sell up-sale them on new products and services*.

* Ensured maximum sensitivity and responsiveness to all customer inquiries.
* Maintained a high level of knowledge and understanding of product features, services, marketing promotions and special offers.
* Recorded all customer and call history information accurately on electronic data system.

**4. JEEM SOLUTIONS,**

**Network Administrator (Internship), 09/May/2011 to 10/Aug/2011**

* Excel at installing network and computer systems.
* Maintained and upgraded Network and Computer systems. Diagnosed and fixed problems with the Network, Hardware, Software and Systems. Monitored network and systems to improve performance.

**Computer Skills:**

\* Word, Excel, PowerPoint, Outlook, Windows XP/7/8/10, HTML, Adobe Dreamweaver. Social Media Management; (Facebook, Twitter, Instagram, Pinterest, LinkedIn)

**Language Skills:**

English, **German**(B1), Urdu

**References:**

Will be furnished upon request.