

M.Bilal Bahoo Khan

Contact: +92 3361623933, **Present Address:** Street #1, H-8/1 Islamabad, **Email:** bilalbahoo2341@gmail.com

Career Objective

To give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges. I will show my caliber and gain some experience.

Academic Qualification

- Bachelors of Business Administration. BBA
Majors: Marketing **(Bahria University Islamabad)**
- Intermediate: FBISE **(PAEC Boys Collage Chashma)**
- Matriculation: FBISE **(Jauher Lyceum Chashma)**

Professional Experience (1 year)

1. MINZ Pvt Ltd

(2 Nov 2015 - 5 Feb 2016)

MINZ Private Limited is a Consultancy and Advisory Company facilitating training abroad and scholarships for study abroad programs.

Marketing and Sales Executive

Key duties and responsibilities

- Plan and prepare marketing, advertising and promotional campaigns to increase sales of services, working with customers and university officials.
- Prepare marketing budgets & estimates for program costs as part of campaign plan development.
- Coordinate activities of departments, such as sales, marketing, graphic arts and media.
- Identify and develop contacts for promotional campaigns and manage training sessions with in different universities.
- Monitor and analyze sales & marketing promotion results to determine cost effectiveness of promotion campaigns.
- Formulate different marketing plans to extend business.
- Contact organizations to explain services and facilities offered

2. Howdy Restaurant

(2 Feb 2015 – 16 June 2015)

Howdy is a fast food restaurant based in Islamabad and Lahore, Pakistan.

Marketing Manager

Key duties and responsibilities

- Works on different promotional campaigns to enhance the sale by introducing live Football Matches, Loyalty cards, Play Station activities etc.
- During my tenure, there was significant increase in sales.
- Devise ways to achieve maximum revenue with greatest efficiency.
- Monitored and supervised performance of waiters.
- Reporting back to Senior Manager.

3. EVENTS Channel 7

(7 April 2014 – 12 August 2014)

Channel 7 Communications is advertising agency based in Islamabad, working across the nation with its 3 country-wide offices Islamabad, Lahore and Karachi having vast experience in public, social and commercial sector advertising.

Junior Event Manager

Key duties and responsibilities

- Part of team for planning of advertising and promotional strategies for different events.
- Team member for arranging events including management of Logistics, Stage Activities, and Food Management.
- Ensuring excellent customer service and total quality management.
- Being core team member, always up for its betterment & innovation.

4. Work as Usher

I also worked as usher in different companies for enhancing my marketing and sales abilities.

- Worked as Usher at **Brand Pakistan Conference**
- Worked as Usher at **Cross World Consumer Insights.**
- Worked as Usher at **News Education Conference 2013.**
- Worked as Usher at **Vista consulting service.**
- Worked as Usher at **Sachet Pakistan.**
- In different campaign Like in **Flood Relief Camp** and gathered 25 lac.

Professional Skills

Social Media Marketing (Facebook, Twitter, Instagram, pinterest)

- Video Editing
- WordPress
- Event Management
- Brand Building\Marketing Campaigns

Interpersonal Skills

- Excellent communication skills
- Ability to manage people
- Ability to work under pressure □
- Good with sales and marketing skill's
- Ability to manage multiple projects and work assignments
- Able to work effectively with different personalities
- Can work effectively on several projects simultaneously
- Able to work under pressure and as part of a team.
- Ability to accomplish projects with little supervision.

Awards

- 1st in **AD Competition 2016**. Which is held in BAHRIA UNIVERSITY
The theme was to show MASS MEDIA impact in our life.
- 2nd in **OPEN HOUSE 2016** (BAHRIA UNIVERSITY)
- 3rd in **FBSIE TENNIS Championship 2012**.
I was Part of my college team (PAEC BOYS COLLEGE)

Extra - Activities

- Table Tennis
- Football
- Tennis
- Swimming
- E-Gaming

References

- **Zubair Baig**
Minz Private Limited
General Manager Strategic Planning
zubair@minzadvisers.com
- **Khaled Hameed**
HOWDY Restaurant
CO-founder/ Owner
howdykhaled@gmail.com