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**JAVED AHMED**

0092-300-2748189

BS (Public Administration)

Email: javedahmed375@gmail.com

**Objective:**

A Qualified BS (Public Administration) with strong knowledge of Human resource management, marketing campaigns, accounting, and economics. Dedicated and flexible to work regardless the working hours or weekends.

**Skills**

* Develop strategies to increase market share in same-store sales of client products.
* Research customer products to enhance knowledge of product markets and competition.
* Develop email marketing program for internal site subscribers, existing customers and external industry mailing lists.
* Demonstrated ability to increase sales territory, market share and volume of accounts.
* Develop and recommends short term and long range strategic sales plans, revenue goals and customer objectives.
* Capable of handling multiple tasks simultaneously, prioritizing actions to ensure timely completion of projects.

# Professional Internship

* **6 week internship in Pakistan Steel mill**

Pakistan Steel Mill, the largest steel making complex of Pakistan having the capacity to produce 1.1 million ton of steel expandable up to 3.0 million per annum. Being a student of BS (Public Administration), I have visited the Marketing Department, administration and personnel, finance, Industrial Relations, Public Relations, IED (Industrial Engineering Department), Human Resources Department, PSIT and Law department for the introduction and understanding of these departments’ functions.

**Education**: 1st Division **BS Public Administration** 2014, University of Sindh, Pakistan.

**Computer certification & Skills:**

Certificate in Information Technology**.**

* Sound Knowledge of basic operating systems like XP,Window 7, Window 8 and Micro Soft Office

( i-e Excel, Word, PowerPoint and Access).

* Install, and configure software applications, operating systems, administration and network.
* Diagnose and repair internet service.

**Hobbies:**

* Operating Computers & Internet Surfing.
* Swimming & Driving.
* Reading Newspapers and Watching TV.

**Personal:**

**Date of Birth** : 27th Feb 1992

**Married/Single** : Single

**Languages known:** Fluent in English, Urdu, and Sindhi.

**REFERENCE**

Will be furnished on demand.