

HAFIZ MUHAMMAD BAKIR

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CAREER OBJECTIVE

Pursuing a challenging position in a progressive and dynamic organization, utilizing my knowledge of assurance reporting, business information systems, and task management skills, I can demonstrate my commitment to professional excellence and contribute to organizational growth.

ACADEMIC QUALIFICATION

- Intermediate in Pre-Engineering from Govt. Nabi Bagh Z.M Inter Science College Karachi.
- Matriculation (Science) Examination from Karachi Board.

WORKING EXPERIENCE (Current JD'S)

*ION Audio Visual:

Worked with this organization as a Customer representative and the team lead of all sales Teams.

My Responsibilities:

- Making of Sales sheets (IN/Out)
- Coordination between sales, W/H, Sales, and others departments
- Coordination with all concerned departments via (WA, Email, ERP) ➤ Weekly Meetings/ Daily meetings with management (BOD) ➤ All complaints/Sales queries/Customer queries.
- E-Commerce Section (Complaints/After-Sale Services)
- Support to PDI (Pre-delivery inspection) & Packing department
- Efficiently managed product listings on the company's WordPress website
- and provided exemplary customer support through Tawk.to chat support

Naheed. pk

As a Store Manager at Naheed.pk, I efficiently managed the warehouse operations, overseeing tasks such as item inventory management, quality checks, billing, packaging, and timely delivery, ensuring the smooth functioning of the warehouse

***Telesource:**

Working with this organization as a Call agent we deal in all types of communication of product sales.

- Communication with foreign clients.
- All complaints/Sales queries/Customer queries ➤ Maintain daily sales list.

Teaching Nazra Quran

🛡️ 3 years experience as a Teacher of Nazra Quran in Ameer Hamza

COMPUTER & OTHER SKILLS:

- Microsoft Office
 - MS Excel
 - MS Word
- English Literacy
- Oracle/ERP
- Chat support at Tawk.to

HOBBIES AND INTEREST:

- Reading Books, News.
- Playing Computer Games.
- Visiting Historical Places and Getting knowledge about it

Personal references will be furnished on request.