



Osama Farooq



posama809@gmail.com



0323-2772127



146 Block 2 Hussainabad F.B
Area, Karachi, Pakistan

SKILLS

SEO (Search Engine
Optimization)

Shopify Expert

Web Designing

Social Media
Marketing

E-Commerce Expert

Communication

LANGUAGES

Urdu
Full Professional Proficiency

English
*Professional Working
Proficiency*

INTERESTS

Digital Marketing

Sales

E-Commerce

EDUCATION

Pre-Engineering / Intermediate

Govt Comprehensive College for Boys

03/2017 - 04/2019

Bachelor's In Commerce

University Of Karachi

WORK EXPERIENCE

Accountant

Patel Corporation

03/2023 - Present

Created and managed cheques (CHQs) for various transactions, ensuring timely and accurate payments. Entered and processed sales and purchase invoices using QuickBooks software, maintaining accurate financial records

Social Media Manager

Freelance Project (06 Months)

04/2023 - 09/2023

Planned and launched social media campaigns that enhanced brand visibility and follower growth. Created and managed content across platforms, aligning with the brand's voice and goals.

Sales Representative

Techsys Technology

09/2020 - 02/2023

Conduct outbound sales calls targeting clients in the UK, delivering key product insights and meeting sales objectives. Cultivate and maintain strong client relationships to ensure ongoing satisfaction and repeat business.

Sales Representative

Hi5 Solution

07/2019 - 08/2020

Conduct outbound sales calls to USA clients, providing product information and achieving sales targets. Maintain customer relationships and utilize CRM software to manage interactions and track activities.

CERTIFICATES

Certificate in Social Media Marketing (03/2023)

Dankash Institute

Certificate in SEO (Search Engine Optimization) (08/2024)

Dankash Institute