



M. HARIS MUGHAL

About Me – Pleasant and sharply focused, result-oriented, consistent high-performer (*in academics and work*), deeply committed, creative individual and communicator with proven leadership track record in multi-tasking, team-building, juggling multiple roles & responsibilities simultaneously and successfully working across cross-functional units in large organization.

My Goals—To use my skills, personality traits, energy, intellect and education to be an achiever in a high performance work culture.

Work Experience

JANUARY 2019 – MARCH 2020

e2e Logistics Pvt. Ltd.

Finance Department

- Book Keeping
- Expense Calculating
- Insert data in Excel sheets about POD

COD Sales Department

- Maintain relationship with customers
- Retain existing customers
- Provide Services to customers on social media.

COD Department

CSR (Customer Social Responsibility)

- Update QSR (Quality Service Report)
- Forwarding Parcels from warehouse to all over the Pakistan
- Approach customers on social media and provide services

Air Import Executive

- Update Jobs in Climax Software
- Handling Queries and provide online information to customers
- Prepare quotations for customers
- Online contact with customers
- Excel work for queries received

Digital Marketing

- CRM (Customer Relation Marketing)
- Social Media Skills
- Internet Browsing

Education

Degree	Institute	Year	Institution
BABS (Bachelors in Arts & Business Administration)	SZABIST Main Campus	In Process 4 th Semester	Karachi Board
Higher Secondary Certificate (Commerce)	Govt. Jauhar Degree College	2014	Karachi Board
BSEK (Computer Science)	The Metropolitan Academy Jauhar Campus	2012	Karachi Board

Skills

- Strong leadership trait and a team player with great interpersonal skills
- Great communication and writing skills
- Ability to work under pressure and meet deadlines
- Working Knowledge of Microsoft Office
- Leadership
- Public Speaker

Extra-curricular Activities

- Short course in English Language from Eureka English Language Centre
- Attended different conference in different universities related to Marketing, Management, Ethics, Human Resource, Digital Media Marketing & Sports.
- Participate in different Universities as a Public Speaker
- Assigned with NOMETA FOUNDATION (NGO)
- Participate in a Sports Competition

Reference

Will be furnished upon request