***Muhammad Mohsin***

***Galali, Bahrain***

***Phone: +973 35646054***

**Email:** mohsinrazaciti@gmail.com

Date of Birth: 06 March 1992

Nationality: Pakistani

Driving licence: Yes

Availability: Immediately

**Biography**

**n**

Creative, result proven program/event management professional offering 4 years of comprehensive experience in PR, communication, even planning and program management activities .Track record of success leading integrated campaign to promote events and meet objectives of client companies. Polished, persuasive communicator, able to translate complex issues into easily understands statements for the general public.

I value work ethics and have the ability to learn fast. This makes me the ideal candidate to work in environment whereby minimum supervision is required and commitment to customer satisfaction is guaranteed.

Education & Qualifications

# Sialkot collage of Information Technology Intermediate in Commerce 2008-*2010*

### Government TI School Pakistan Higher Secondary School Certificate *2008-2010*

Professional Experience

**Asghar Ali, Bahrain Salesman and Incharge 2018-2015**

Achievements:

* Preparing and evaluating monthly results and balance sheet.
* Steering cash flow preparation.
* Adhering compliance to the accounting standard.
* Maintaining receivables, collections, cash flow, recoveries for effective credit control.
* Handling Accounts on a daily basis.
* Demonstrating specific product functions and uses
* Building strong customer relations with existing clients
* Monitoring sales and market trends within specific industries
* Understanding pricing strategies
* Selling products and services using solid arguments to prospective customers
* Performing cost-­benefit analyses of existing and potential customers
* Maintaining positive business relationships to ensure future sale

**Weekly Hours:** 70Hrs **Employer Name**: **Employer Number:**

**CITI HOUSING PRIVATE LIMITED (Pakistan) Sales Assistant 2013-2012**

Achievements:

* Ensuring high levels of customer satisfaction through excellent sales service
* Maintaining outstanding store condition and visual merchandising standards
* Assist with the sales process by maintaining a fully stocked store
* Ensure high levels of customer satisfaction through excellent sales service
* Maintain outstanding store condition and visual merchandising standard
* Ascertain customers’ needs and wants
* Recommend and display items that match customer needs
* Welcome and greet customers
* Manage point-of-sale processes
* Actively involved in the receiving of new shipments
* Keep up to date with product information
* Accurately describe product features and benefits

**Weekly Hours:** 70Hrs **Employer Name**: **Employer Number:**

**Gallure Insight, Bahrain Ushering (Part-Time) 2015-2013**

Achievements:

* Greeted guests attending entertainment events.
* Examined tickets or passes to verify authenticity, using criteria such as colour and date issued.
* Guided guests to exits or provided other instructions or assistance in case of emergency.
* Maintained order and ensure adherence to safety rules.
* Provided assistance with guests' special needs, such as helping those with wheelchairs

**Weekly Hours:** 114 Hrs **Employer Name**: Vabhav (Event Manager) **Employer Number:** 33635533, 33272967

**National Theatre Bahrain (MOC) Ushering (Part time) 2013**-**2012**

Achievements:

* Greeted guests attending entertainment events.
* Examined tickets or passes to verify authenticity, using criteria such as colour and date issued.
* Guided guests to exits or provided other instructions or assistance in case of emergency.
* Maintained order and ensure adherence to safety rules.
* Provided assistance with guests' special needs, such as helping those with wheelchairs

**Weekly Hours:** 114 Hrs **Employer Name**: Vabhav (Event Manager) **Employer Number: 33635533, 33272967**

Language

**English**: Proficient **Urdu**: Proficient **Hindi**: Proficient **Arabic**: Basic

Interest and volunteer

* Amateur artist: Sketching, Photography,
* Reading magazines, educational books
* Volunteer as Usher in Cultural Day 2016
* Volunteer for MOI(Women’s Day) 2015

*References available upon request*