

# Haider Maqsood

## S/O

# Muhammad Maqsood



### PERSONAL INFORMATION

Date of birth: September 28, 1992.  
Place of birth: Wah Cantt, Pakistan.  
Nationality: Pakistani  
Postal address: 27/E-108 Gudwal, Wah Cantt, Pakistan.  
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### OBJECTIVE

I want to use my education, potential, and skills to help the organization and coworkers to create the team which can produce their best to achieve their goals as well as organizational goals.

### QUALIFICATIONS SUMMARY

2017 – To Present	<b>Master's in Business Administration (Weekends)</b> (CGPA. 3.1 / 4.00) BAHRIA University, Islamabad, Pakistan.
2012 – 2016	<b>Bachelor's in business administration</b> (CGPA. 3.16 / 4.00) COMSATS Institute of Information Technology, Wah Cantt, Pakistan.
2009 – 2011	<b>F.Sc (Pre-Engineering)</b> (1 <sup>st</sup> division) <b>F.G Degree Science College for Men, Wah Cantt, Pakistan</b> FBISE, Islamabad, Pakistan.
2007 – 2009	<b>Matriculation (Science)</b> (1 <sup>st</sup> division) <b>F.G Model High School, Wah Cantt, Pakistan</b> FBISE, Islamabad, Pakistan.

### Work Experience:

- Marketing Manager at MERA P. C Solutions (PVT) LTD.  
(01-Nov-2017 – 10-July-2018)
  - Managed Marketing activities of the company
  - Managed Sales activities
  - Managed the company's operations
- Marketing Intern in BESTWAY Cement, Rawalpindi.  
(2 May 2017 – 29-Sep-2017)
  - Customer Dealing
  - Customer Relationship
- Internship in Federal Directorate of Education, Islamabad, Pakistan.  
(12-April-2016 – 20-April-2017)
  - Administration
  - Teaching

- Worked as Marketing Intern in PTCL, Lahore, Pakistan. (9. July.2015 – 31. August.2015)
  - Customer Dealing
  - Sales and After Sales Services
  - Customer Relationship
  - Managed Office Records and Customers Details

## EXTRA-CURRICULAR ACTIVITIES

- Head Organizer departmental extracurricular activities (workshops, conferences, cultural week, farewell parties, trips, and concerts).
- Organize a workshop on “Getting in and Getting Ahead”
- Organize Seminar on “Learn About Professional Environment of Corporate”
- Organize a workshop on “Stepping in Career”
- Organize Seminar on “Personality Development”
- Organize Seminar on “Effects of Globalization on Competitive Environment”
- Organize Seminar on “How to Become an Entrepreneur”
- Organize Student-Weeks and Sports Activities.

## HONORS & AWARDS

- Certificate of Organizing Stepping in Career Workshop.
- Certificate of Organizing Getting in and Getting Ahead Workshop.
- Certificate of Organizing Student Week and Cultural Day at University as a Head Member of Cultural Society.
- Certificate of Participating in Stepping in Career Workshop.
- Certificate of Participating Getting in and Getting Ahead Workshop.

## SKILLS

### Computer Skills:

- Microsoft Office

### Interpersonal Skill:

- Good motivational and communication skills with abilities to work as a team leader.
- Cooperative nature to work as a productive team member, watching out for teammates, offering a helping hand when needed.
- Listen attentively and seek to understand what other people say.
- Consider different views and negotiate persuasively.
- Proficiency in computer usage.
- Hard working, diligent and goal-oriented.
- Fluent in English and Urdu (Written and Spoken) and French (Beginner Level).

## HOBBIES

- Travelling
- Sports (Cricket & Football)

## MAJOR PROJECTS

- Marketing skills Analysis by spending a day with COCA-COLA Sales Person.
- Marketing skills Analysis by spending a day with the WARID TELECOM Sales Person.