Muhammad Wajid Aziz
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PROFESSIONAL SUMMARY

To enter in a national / multinational organization, preferably in the field of management and administration where my creative initiative idea and a legitimate passion would allow me to progress further. Seeking to leverage expertise in Public Administration and sale to contribute to Company/Organization's success. I work well with as part of a team and can also work unsupervised using initiative. I am looking to forward / develop a career in the retail sector.

KEY SKILLS AND ACHIEVEMENTS

- Excellent organisational, time management and planning skills
- Supervising staff and co-ordinating workloads
- Typing speed – 70 words per minute
- Ability to work on own initiative without supervision
- Ability to work in pressure handling situation

WORK EXPERIENCE

Sales Manager, Yamaha Motor Pakistan Bike Showroom – Pakistan   **January 2015 – Nov 2023**

Main duties**:**
- Deals with sales service and spare parts of Yamaha motorcycles
- Managing and supervising 08 staff
- Ensuring package sale targets are met on a daily basis
- Regularly liaising with suppliers
- Order making and customer dealing

Cakes and Bakes, Security Guard – Mirpur AJK Pakistan   **June 2013 – December 2014**

Main duties:
- Monitored and ensured the security of the premises.
- Conduct routine inspections to identify and address potential security risks.
- Collaborate with team members to implement effective security protocols
- Use a computer to rectify mistakes

QUALIFICATIONS AND TRAINING

Master in Public Administration	2013
B. Com Bachelor of Commerce	2010
6 Month IT professional Computing Skill Course	2012
Intern at National Highway Authority	2012
Intern at United Bank Limited	2009

INTERESTS

I enjoy the outdoors and nature and I have participated in several local conservation projects. I love reading novels and biographies the most. I also enjoy playing sports and socialising with friends and family as much as possible.

References – available on request