

# Muhammad Sohail Shams



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I have a diverse educational background and over 6 years of experience within the field of marketing, management and administration. I am well organized and structured person who have a broad knowledge of working within sales, marketing and customer service. I am always keen in learning new technologies.

## **IT Skills:**

### **Github Repositories & Project Portfolio**

<https://github.com/sohailshams?tab=repositories>

- HTML5 / CSS3 / Bootstrap/Git Version Control  
<https://sohailshams.github.io/first-milestone-project/>
- HTML5 / CSS3 / Bootstrap / JavaScript / JQuery / Google API/Git Version Control  
<https://sohailshams.github.io/explore-copenhagen/>
- Python / Flask / MongoDB / Materialize / Jinja template/Git Version Control  
<http://mss-fitness-home.herokuapp.com/>
- Python / Django / SQLite3 / Bootstrap / Stripe / AWS /Git Version Control

## **Skills:**

<b>Creative</b> Fast-learner Innovative	<b>Proactive</b> Extrovert Result Oriented	<b>Team Player</b> Coordination Communication
<b>Analytic Thinker</b> Organizer Well-Structured	<b>Problem Solver</b> Planner Execution	<b>Service Minded</b> Flexible Open Minded

## **Experience:**

### **TR Trading**

Administrative Assistant / Taxi July 2019 till February 2020

- Effective communication with customers to create brand image

- Driving customers safely to their destinations
- Daily administrative tasks & paying out invoices

### **GURU Copenhagen, Denmark**

Manager January 2011 till June 2017

- Assisting CEO to plan, develop & execute strategies
- Effective communication with team members to enhance the sales
- Oversee day to day operations of the restaurant
- Respond efficiently to the written and oral inquiries of the customers

### **Apna Rozgar Toba Tek Singh, Pakistan**

Volunteer October 2013 till Present

- Idea generation
- Fund Raising
- Helping people in setting up small business

### **Qualifications:**

#### **Code Institute Dublin, Ireland**

Diploma in Full Stack Software Development, 2020

#### **Linnaeus University Kalmar, Sweden**

Masters of Science in Marketing, June 2010

#### **Government College University Faisalabad, Pakistan**

Masters of Business Administration, December 2007

#### **Government College of Science Faisalabad, Pakistan**

Bachelors of Science, September 2004

#### **The Punjanb College Toba Tek Singh, Pakistan**

Diploma in Computer Science May 2002

### **Language Skills:**

Urdu	Mother Tongue
English	Fluent
Danish	High intermediate level

### **Extracurricular activities and interest:**

- Spending time with family and friends
- Playing Cricket