

# FAHAD FAYYAZ

## Objectives:

To become a part of prestigious organization where I can excel in my career and play an important role in organizational development

## Personal Information:

|                               |   |
|-------------------------------|---|
| <b>Father Name</b>            | Fayyaz Ahmad  |
| <b>Domicile</b>               | Punjab(Bahawalpur)  |
| <b>CNIC</b>                   | 31201-5944085-5   |
| <b>Nationality</b>            | Pakistani   |
| <b>Religion</b>               | Islam   |
| <b>Date of Birth</b>          | 20-11-1996  |
| <b>Marital Status</b>         | Single  |
| <b>Permanent Home Address</b> | House No.180 Mohallah Shikari Ahmed pur east District Bahawalpur. |
| <b>Cell No.</b>               | +92-304-7378748   |
| <b>E-mail Address</b>         | fahadfayyaz3619@gmail.com   |

## Academic Record:

| Degree | MARKS    | Institution | Year |
|--------|----------|-------------|------|
| B. Sc. | 421/800  | IUB         | 2019 |
| F. Sc. | 629/1100 | BISE BWP    | 2017 |
| Metric | 906/1100 | BISE BWP    | 2015 |

## Computer Skills:

- ❖ 14 Months Computer Course from Punjab Vocational Training Council.
- ❖ MS Office
- ❖ Internet surfing(uploading-downloadingbrowsing-mailing)
- ❖ Windows operating , Printing , scanning

## Languages / Communication Skills:

| Languages | Speaking | Writing | Reading |
|-----------|----------|---------|---------|
| English   | ✓        | ✓       | ✓       |
| Urdu      | ✓        | ✓       | ✓       |
| Saraiki   | ✓        | ✓       | ✓       |
| Punjabi   | ✓        | ✓       | ✓       |

## Interests and activities:

- ❖ Reading newspapers and books
- ❖ Attending Seminars , playing cricket and listening good music

## Personal Skills:

- ❖ Strong Management and people handling skills
- ❖ Strong analytical and problem solving skills
- ❖ Leadership skills
- ❖ Good Communication skills
- ❖ Good cash Handling skills

## Experiences:

- 1- Currently working as KPO in Masood &Co. Distributor Nestle Pakistan PVT LTD. (01-09-2022 To till Date)

### Responsibilities:

(Distributor, Order booker, Channel, Brand, ) wise Target vs. Achievement monitoring a Daily basis.

Daily Sale, Booking report to Distribution Manager.

Generate Order booker's Load form & Invoices and Deliverymen's Daily Sale summary Report on a Daily Basis.

Salaries Data, Customer wise Sales tax data, Stock Reconciliation, Expiry wise report on Month End.

- I have Two Years' experience in Salesflo (DistributionManagement Software) of Nestle Pakistan PVT LTD.
- 2- Two year experience as an Online Sales Executive at Schickby M.I. Creation Karachi.

### Responsibilities:

Respond Customer queries on website, Daraz Store, Telemart store, and Social media platform, Product & banners uploading on website and Daraz store, Order Dispatching.