

## **MUBASHIR AHMED QURESHI**



### **Address:**

R-411 sector 14-B Shadman town north nazimabad Karachi.

(E) mubashirahmed991@gmail.com

+923327404208

+923158426208

- Strong local expertise and excellent market knowhow in Pakistan
- Known for the ability to build relationships, excellent customer service handling, proficient communication and client protocol skills
- Ability to deliver results with minimal supervision, capable of multi-tasking and a Team Player

## **WORK EXPERIENCE**

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### **Mustaqim Dyeing & Printing Industries Pvt. LTD**

#### **Assistant Merchandiser**

**August 2020 - Present**

#### **RESPONSIBILITIES**

- Textile industry
- Internal & external communication,
- Sampling
- Labdips
- Accessories & trims
- Preparing internal order sheets
- Preparing purchase orders
- Advising and assisting production
- Advising quality department about quality level
- Mediating production and quality departments
- Giving shipping instructions and following shipping
- Helping documentation department
- Taking responsibility for inspections and
- Following shipment

**Supreme Trading Co.**

**Assistant Manager**

**Business Development**

**August 2019 - August**

**2020**

Oil and Gas sector Karachi Pakistan

Supreme Trading co. deals in Coal, Diesel and Furnace Oil

**RESPONSIBILITIES:**

- Contacting potential clients to establish rapport and arrange meetings.
  - Planning and overseeing new marketing initiatives.
  - Researching organizations and individuals to find new opportunities.
  - Increasing the value of current customers while attracting new ones.
  - Finding and developing new markets and improving sales.
  - Attending conferences, meetings, and industry events.
  - Developing quotes and proposals for clients.
  - Developing goals for the development team and business growth and ensuring they are met.
  - Training personnel and helping team members develop their skills.
  - Developing growth strategies and plans.
  - Managing and retaining relationships with existing clients.
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**Supreme Trading co.**

**Business Development**

**Executive**

**June 2017 – August**

**2019**

Oil and Gas sector Karachi Pakistan

Supreme Trading co. deals in Coal, Diesel and Furnace Oil

**RESPONSIBILITIES:**

- Sales and Marketing.
  - Responsible to create and apply the effective Marketing strategies to improve sales.
  - Drives sustainable financial growth through boosting Business and forging strong relationship with the clients.
  - Arrange Meetings.
  - Identifies and proposes potential business deal by contacting potential partners.
  - Discover and exploring new opportunities.
  - Exploring more clients.
  - Resolving issues of clients.
  - Client Dealings- B2B and B2C.
  - Built long-term Relationship with new and existing clients.
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## **Customer Service**

### **Representative**

**December 2015 – May**

**2016**

**6 months**

Air-duct cleaning services Agency Karachi Pakistan

#### **RESPONSIBILITIES:**

- Done work in Air-duct cleaning service as a customer service representative.
- Improve Sales.
- Dealing with Customers.
- Built long-term Relationship.

## **EDUCATION**

**Graduation:** 2014 – IQRA UNIVERSITY Karachi (main campus)  
**Bachelor of Business Administration (BBA.)**

**Intermediate:** 2013 – S.M Govt Arts & Commerce College Karachi. (Commerce)

**Matriculation:** 2011 – Hilton Public School Karachi (science group)

## ADMINISTRATIVE TECHNICAL SKILLS

- Robust knowledge in Microsoft Office applications
- Excellent business correspondence, drafting and writing skills
- Excellent knowhow of Google Docs, Drive and Calendar
- Knowledge of using Dropbox and document transferring alternatives
- Proficient user of Internet, Email and Search Engines
- Effective in graphic manipulation software
- First-hand experience in resolving minor troubleshooting issues
- Highly skilled at researching information online
- Experience in advertising and digital marketing: Google AdWords, SEO, Facebook Ads, Google Analytic and Digital Photography

## PERSONAL INFORMATION

Father' s Name: Ahmed Ali Qureshi  
Date of Birth: 23, November, 1995  
Marital Status: Single  
Nationality: Pakistani  
Religion: Islam  
Visa Status: **Tourist Visa – UAE**  
Passport number: FL4916171

## LANGUAGES

English (Fluent) Urdu (Fluent) Arabic (Beginner) Punjabi (Fluent)