



MUHAMMAD ROHAIL

OBJECTIVE

I aim to secure a challenging position in a dynamic organization that promotes professional growth, innovation, and substantial responsibilities. Fueled by my passion for innovation and organizational growth, I am committed to realizing my utmost potential and making a significant impact through these opportunities.

CONTACT

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EDUCATION

DEGREE	INSTITUTION	SESSION
B.A	AIIOU Lahore	2023
F.A	BISE Lahore	2014
Matric	BISE Lahore	2011

CERTIFICATES

CERTIFICATE	INSTITUTION	SESSION
Phlebotomist /Lab Tech	Jinnah Hospital Lahore	2023
Call Center Course	Brains College	2012
Basic I.T Course	Brains College	2012

WORK EXPERIENCE

Easy Consulting, Lahore

Position: Marketing Team lead
(April 2023 - Continue)

As a dedicated Team Lead at Easy Consulting's Lahore office, I oversee a team of Business Development Associates, guiding them in driving growth and fostering client relationships through various essential tasks. My duties include:

- **Managing teams:** Overseeing the performance and activities to ensure they meet targets.
- **Close contracts:** Leading efforts to close contracts and secure deals with clients
- **Generate leads:** Directing online research initiatives to identify potential leads and opportunities, and developing strategies to approach new clients.
- **Training and development:** Providing guidance, training, and support to team members to enhance their skills and performance in business development activities.
- **Client management:** Overseeing client relationships and ensuring high levels of satisfaction by addressing their needs and concerns promptly and effectively.

S. Abdullah Home Solution, Lahore

Position: Customer Support Executive
(Oct 2022 – Mar 2023)

As a Customer Support Executive at S. Abdullah Home Solutions, I oversee tasks for excellent customer service and operational efficiency.

- **Generating sales orders**
- **Managing customer queries**
- **Handling complaints**
- **Providing email and chat support**
- **Tracking order deliveries**
- **Conducting promotional marketing**
- **Managing stock requests**
- **Operating telephone lines**

Zameen.Com, Lahore

Position: Customer Support &
Date Validating Executive
(Aug 2020 – Jun 2022)

Employed at Zameen.com as a Customer Support and Data Validation Executive, I undertook the following professional responsibilities:

- **Verifying sale/purchase agreements**
- **Providing customer support services**
- **Validating property documents**
- **Offering email and chat support**

Muzdalfa Enterprises, Karachi

Position: Sales Executive
(Oct 2018 – Jan 2020)

I was employed as a Sales Executive within the Bahria Town Karachi housing project, where I undertook the following professional activities:

- **Customer care and relationship management**
- **Marketing involvement**
- **Data backup maintenance**
- **Sales agreement documentation**

Sharaf DG L.L.C (Dubai)

Position: Inventory Executive
(Jan 2015 – Sep 2018)

I held the position of Inventory Executive at Sharaf DG L.L.C, the leading retail electronic company in the GCC region, where I undertook the following professional responsibilities:

- **Email support**
- **Inventory management**
- **Stock ledger maintenance**
- **Supply reception and documentation**
- **Store management**
- **Stock ordering and arrangement**

SKILLS

- **Proficient interpersonal and communication skills**
- **Effective leader and team collaborator**
- **Self-motivated learner with strong curiosity**
- **Quick and adaptable learner**

REFERENCES

Available upon request.