

Haris Ahmed

Summary

Looking for an organization where I can enhance my knowledge and capabilities. I want to obtain a job with in my chosen field which can challenge me and allow me to use my education, skills and past experiences in a better way that is mutually beneficial for both myself and the organization.

Contact

Phone

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Email

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Address

House#628, Street#54, I-10/1, Islamabad

Education

November-2023

Bachelor in Arts

AIOU

October-2020

ICS (Intermediate in Computer Science)

IMPGCC H-8/4 , Islamabad

Expertise

- UI/UX
- Adobe Illustrator
- Adobe Photoshop
- Adobe XD
- MS office
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Language

English

Urdu

Experience

January 2023 - December 2023

Python Leads | I-9/3 Islamabad

Team lead (Currently working here)

Conducted training and mentored team members to promote productivity and commitment to friendly service.

Worked with team to identify areas of improvement and devised solutions based on findings.

Managed leave requests and absences and arranged covers to facilitate smooth flow of operations.

Monitored time and attendance, enforcing compliance with company procedures relating to absenteeism.

Assisted in recruitment of new team members, hiring highest qualified to build team of top performers.

Monitored team performance and provided constructive feedback to increase productivity and maintain quality standards.

Held weekly team meetings to inform team members on company news and updates.

Communicated KPIs outlined in annual plan to inform employees of expectations and deliverables.

September 2021- December 2022

Bizonone Nutraceutical| Rawat , Islamabad

Marketing Sales officer

- Identifying and contacting potential customers, such as health stores, pharmacies, clinics, or online platforms, and presenting the company's products and benefits

- Creating and distributing marketing materials, such as brochures, flyers, newsletters, or social media posts, to increase brand awareness and customer loyalty

- Organizing and participating in trade shows, events, or seminars to showcase the company's products and network with industry professionals

- Negotiating and closing sales deals and contracts with customers and ensuring timely delivery and payment

- Providing after-sales service and support to customers and handling any complaints or issues

- Collecting and analyzing customer feedback and market trends and reporting to the management and the product development team

- Collaborating with other marketing and sales officers and managers to share best practices and coordinate strategies.