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**Syed Mohammad Taha**

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**OBJECTIVE**

Seeking for a growth and challenging position with great emphasis on computerized environment with result oriented organization and intensive to utilize my experience and skills thus culminating into a rewarding career.

**EXPERIENCE**

**Sales Executive at MDK Japan (11 Nov 2017 – 22 June 2018)**

* **Outbound calls to dealers for business to business deal.**
* **Contacting them through digital media for business to business deal and resolutions of issue.**
* **Collecting dealer’s data.**

**Shift Supervisor at Daraz.pk Ware House (11 Nov 2016-18 July 2017)**

* Managing Inventory in Warehouse of Daraz.pk
* Deep overview of Inbound and Outbound Logistics
* Looking after Customers Purchase Orders (PO’s)
* Managing Vendors Issues.
* Managed Pickups/Returns and Rejects of Customers and Vendors.
* Managing 3PL shipments.
* Looking after Dispatch
* Making SOP’s for Ware House
* End user of OMS,DM and Zendesk.

**Customer Service Representative in K-Electric (17 March 2014 –20 Nov 2016)**

* Inbound calls of consumers and solve issue of consumers
* End user of S.A.P (CRM)
* End user of calling software’s: Genesis, Siemens calling software.
* Out bond calls to consumers
* Worked on consumer data collection and billing issues.

**ACADEMIC QUALIFICATION**

2012-2014 **MPA (Up Held)** from University Of Karachi

2010 B.sc from University Of Karachi

2007 Intermediate from Jinnah Govt. College For Men Nazimabad Karachi

2002-2003 Matriculation from Board of Secondary Education Karachi

**COMPUTER SKILLS**

Well versed with the following software / Operating System.

 Microsoft Office

 Microsoft Windows, Excel

 Command over Internet & e-mail.

 End user of S.A.P (crm)

**TRAININGS/WORKSHOPS**

Well versed with the following software / Operating System.

 SEERAT UN NABI (S.A.W.W) CONFERENCE

 LEADERSHIP CONFERENCE

 D-MAC.

**PERSONAL INFORMATION**

Date of Birth: April 05 1988

N.I.C. No: 42101-5706558-3

Marital Status: Married

Languages: English / Urdu

**REFERENCES**

Shall be provided, when asked for.