

## Syed Safdar Abbas



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Address: Hor Al Anz near By Abu Bakar Metro Station

### Education

High School 2012

Intermediate from SSAT Degree Collage 2014

Muhammad Ali Jinnah University (Transcript)

### BUSINESS DEVELOPEMTN EXECUTIVE



#### HADAF AL KHALEEJ COMMERCIAL SERVICES LLC – UAE

**2022-Countinue**

encouraging extant clients to purchase added products or features, and remaining abreast of changes in consumption. You will also be required to build capacity in staff through regular training and mentorship.

### DIGITAL MEDIA MARKETING MANAGER / WORDPRESS CMS



#### SKILLS BUILDERS & DEVELOPERS

**2021-2022**

#### DIGITAL MEDIA MARKETING MANAGER / WORDPRESS CMS

responsible for developing and implementing strategies that promote a company or brand's products. manage various channels like social media networks, Google Ads, website content and email marketing to deliver a persuasive and cohesive marketing message to their audience.

### IT Support / Network / Social Media Coordinator



#### FOUNDATION PUBLIC / HEAD START

**2016-2022**

#### IT Support / Network / Social Media Coordinator

maintains the computer networks of all types of organizations, providing technical support and ensuring the whole company runs smoothly. IT Support monitors and maintains the company computer systems, installs, and configures hardware and software, and solves technical issues as they arise.

### EXECUTIVE MARKETING MANAGER








#### AL KABEER TRADING GROUP

**2020-2021**

#### EXECUTIVE MARKETING MANAGER

contributing ideas to marketing campaigns. conducting research and analyzing data to identify and define audiences. compiling, distributing and presenting ideas, information and strategies. coordinating promotional activities, events and interviews.

CUSTOMER SUPPORT / SALES / DATA OPERATOR	
 <p><b>E-Planet Telecommunication International</b>  <b>2018-2020</b>  <b>Boarding Passes Data Entry Operator</b>  collecting and entering data in databases and maintaining accurate records of valuable company information. Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.</p>	 <p><b>E-Planet Telecommunication International</b>  <b>2017-2017</b>  <b>Customer Support Officer</b>  Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution. Keep records of customer interactions, process customer accounts and file documents. Follow communication procedures, guidelines and policies.</p>
 <p><b>Protégé Global</b>  <b>2016-2017</b>  <b>Sales Representative</b>  principal point of contact between a business and its customers. Sales reps ensure current customers have the right products and services, identify new markets and customer leads, and pitch prospective customers</p>	 <p><b>Regent Plaza 5 Star Hotel</b>  <b>2014-2014</b>  <b>Representative (RCO)</b>  Responsibilities include registering guests, assigning rooms, accommodating special requests, answering telephones and exceeding guest expectations. Ensure guest's completely satisfied prior to departure</p>
 <p><b>Suzuki</b>  <b>2013- 2014</b>  <b>Computer Operator &amp; Sales</b>  Identifying and correcting file and system errors. Performing data processing operations according to a business production schedule. Performing backup procedures to reduce the risk of data loss. Maintaining computer equipment and inventory and organizing repairs as needed.</p>	 <p><b>Blitzkrieg</b>  <b>2012-2013</b>  <b>Sales Representative</b>  principal point of contact between a business and its customers. Sales reps ensure current customers have the right products and services, identify new markets and customer leads, and pitch prospective customers</p>

## Certifications

- Certificate from Oxford.
- Computer Course Certificate from ICTT (IQRA Computer Training Trust).
- English Language Certificate from True American Language Center. Certificate of Excellence Web Development "Infra Professional"
- Certificate in WordPress from DigiSkills.pk.
- Certificate of Participating in "Inter University Campus Debate Competition 2018.
- Appreciation Certificate Being Tech Wizard. Appreciation Certificate for Hardworking.
- Best Staff Appreciation Certificate. Appreciation in October 2018.
- Appreciation for Hardworking from the desk of Head.
- Certificate of Participating in "Naat Competition". Certificate of Training "Rapid Response Rescue Training".

## Computer Technical

Computer Skills: Microsoft word, Microsoft excel, Microsoft power point.  
Markup language: HTML, HTML5, CSS5, CSS3, JavaScript jQuery, Ajax, Joomla,  
CMS: WordPress.  
Operating system: windows 7/8/10, Linux (Ubuntu)

## Personal Information

Visa Status: Residence Visa

Marital Status: Married

Father Name: Syed Zahoor Alam (Late)

Gender: Male

National: Pakistan

Languages: Urdu, Hindi. English