

Muhammad Junaid Azam

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Work Experience

Assistant Sales Manager

Ayk Pvt Ltd, Karachi.

September 2022 to Present

- Organizing sales presentations and ensure that all sales presentation materials are prepared prior to deadlines
- Updating customer records in the company database as required
- Contact customers to answer basic procedural questions or to gauge their level of satisfaction with the company
- Collaboration with the sales staff to monitor active purchase orders and make sure that orders are completed on time
- Report any inventory or service issues to the appropriate Account Manager immediately.
- Attending meetings With Corporate Customers
- Site Visit Activity
- Ensuring that the store is adequately stocked with company products

Order Placing & Data Entry Executive/ Jr CSR

Facon – Karachi.

November 2020 to September 2022

- Recording product order placement information collected from different sources or accounts.
- Responsible for entering information include adding product order placement details.
- Entering data into the system in effect and timely manner
- entering in manual sheet and software.
- Cross check Order Tracking with prerequisite checklist
- To be ensure the accuracy of the data that has been entered.
- Creating Return Labels on Amazon Accounts

Sales Executive

K.H. Solutionz - Karachi

January 2020 to March 2020

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.

Product Supervisor & Live Chat Executive

DubaiMachines.com - An Athar Business Machines FZE Venture – Karachi

November 2018 to January 2020

- Motivate and coach new employees
- Maintaining data of e-commerce portals.
- Liaison with vendors for Adding new products on web portals by using content management system
- Maintaining prices on the web portals Adding/editing the data on web portals
Performing pricing
- analysis, gathering data from internal resources to create information that will go on web portals

Education

Bachelor's in BBA in Human Resource Management Federal Urdu University Of Arts,
Science & Technology - Karachi July 2018 to September 2022

Certifications and Licenses

3 Month Digital Marketing Course

May 2022 to July 2022

Course Outline

- Search Engine Optimization
- Social Media Marketing/Advertising
- Content Writing
- Google Analytics
- Google WebMaster
- Google MyBusiness
- Email Marketing
- Google Ads
- YouTube Ads
- eCommerce, Generating Sales
- Digital Reporting
- Making Strategies
- How to Work in a Software House, Pitch of Sales

Skills

- PPC
- Google/ You tube ADS
- SEO Audit
- ON Page & OFF Page SEO Techniques
- E-mail Marketing
- Google Webmaster
- Google My Business
- Google Analysis
- Lead Generation
- Worked on Magento 1 & 2
- E-commerce Product Listing
- Price Comparison
- Product Hunting
- Vendor Management
- Team Management

Languages

- Urdu
- English