



FURQAN ELLAHI

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OBJECTIVE

To continue my career in the field of Business Administration, Marketing and Sales department with a focused and professional approach. I wish to deliver the finest of my abilities and prove to be a developing asset for any organization

EXPERIENCE

- **Pakistan Suzuki Motor Company Limited**
July 1st, 2018 - August 29, 2018
Sales Intern
 - Manage and record the daily expense sheet in accounts department
 - Check the vehicles inspection report at the workshop and manually maintain the document of exchange car
 - Follow-up calls and keep up-to date with customers
 - Work as sales reps. in bike department
 - Formulate and implement the marketing tactics to attract the potential user of Islamabad/Rawalpindi region
- **Fruitien Juices Distribution Agency, Citropak**
2016 - 2018
Administrative Assistant
 - Managing and distributing information within office
 - Manually maintain and generate reports and create weekly schedule for sale reps
 - Provide ongoing customer service support

EDUCATION

- **COMSATS University Islamabad, Pakistan**
2019
Bachelors Of Science In Business Administration
- **Fazaia Degree College MRF Kamra**
2015
Higher Secondary School Certificate
- **Fazaia Degree College ARF Kamra**
2013
Secondary School Certificate

SKILLS

- Ms (Word, PowerPoint, Excel)
- Managerial Communication
- Problem Solving
- Adaptability

- Market Research
- Salesforce Mannagement

PROJECTS

- **Marketing Research**
Consumer preferences in price over quality or vice versa.
- **Strategic Management**
Apply business strategies to formulate the strategic management for US Airways.
- **Research Tools/Technique**
Why the sports activites are declining in youth?
- **Freelancer (Fiverr)**
"Marketing Management Assignment"

ACHIEVEMENTS & AWARDS

- 1.Certified Ms Advance Excel From Virtual Institute Of Modern Languages And Sciences 2.Certification Of Digital Marketing From Ministry Of Information And Technology (Pakistan)

LANGUAGE

- English
- Urdu

REFERENCE

- Reference will be furnished on request - ""