



# FURQAN ELLAHI

United Arab Emirates, Dubai/Abu Dhabi (Visit Visa)  
+971586189505 | ellahifurqan90@gmail.com

## 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
- **Fruitiem 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 Management

## 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 activities 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 - ""