

# Muhammad Awais

muhammadawais2051996@gmail.com ✉

+92341-0202052 📞

House No LS-28 Shamshad Housing Society Gulistan e  
Malir, Karachi, Pakistan 📍

20 May, 1996 🎂

## EDUCATION

### B.COM

Nazeer hussain university

10/2018 - 11/2020

### Green House Intermediate College Intermediate

07/2014 - 07/2016

### Government Jamia Millia Polytechnic Institute

Matriculation

06/2010 - 06/2012

## WORK EXPERIENCE

### Export Officer

Artistic Milliners HeadOffice

10/2020 - Present

Achievements/Tasks

- Export documentation of shipment of different brands of Artistic Milliners.

### Account Manager & CSR

The Game Strom Studios, Karachi.

02/2019 - 09/2020

Achievements/Tasks

- Experience as a vendor Account Manager & aslo as a CSR also experience of managing orders of e-commerce website through admin panel.

### Business Development Officer

1st4connect

03/2018 - 02/2019

Achievements/Tasks

- Sales and marketing of SMS service and other IT products.

## SKILLS

MS Office

Internet Browsing

Communication Skills

ERP

Weboc

Accounts & HR

CRM

## PERSONAL PROJECTS

Export Documentation (10/2020 - Present)

- Export documentation of shipment of different brands of Artistic Milliners.

Grandmart.pk (02/2019 - 09/2020)

- Manage orders / manage Payments of Grandmart.pk it is the product of The Game Strom Studios.

Sales and Marketing of SMS and IT products of  
1st4connect.

## ORGANIZATIONS

Artistic Milliners Head Office (10/2020 - Present)

The Game Strom Studios, Karachi. (02/2019 - 09/2020)

1st4connect (03/2018 - 02/2019)

## CERTIFICATES

Best Performance Award from 1st4connect

Appreciation Award / CSR Award from The Game Strom Studios.

## LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

## INTERESTS

Cricket

Internet Browsing

Current Affairs