

Ali Raza

Bilal Colony, Taxila

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Objective

To obtain a marketing position in a consulting firm.

Education**The University of Punjab, Punjab**

Bachelor of Business Administration year_____ Major: Marketing, Minor:
International Business Overall GPA: 3.6, Major GPA: 3.9

Honors and Activities

- Dean's Honor Roll
- Chancellor's Leadership Team
- Student Wellness Committee
- Associated Student Body
- Gold Sigma Leadership Award
- Punjab Scholarship
- Student Programming Board

Work Experience University Zakria, Multan**Sales Clerk year_____**

- Successfully perform management and administrative duties during manager's absence
- Train and guide new employees and conduct company and product orientations
- Calculate and transmit weekly sales reports to administrators and directors

NAML University, Islamabad, year_____

- Designed advertisements for publication in local newspaper
- Created seasonal product displays and commercial adds
- Recorded and filed all accounting paperwork
- Maintained efficient inventory of company products for resale of products

Most States InsuranceLahore, MS Sales Intern, year_____

- Maintained accurate record of travel expenses within budget allowance
- Compiled, and recorded customer profiles and sales rate
- Conducted professional presentations to clients

Volunteer Experience**Eastern Regional Center Punjab, MS**

Placement Coordinator Volunteer year_____

- Served as career counselor for disabled residents
- Provided individualized help and support to each client with resume composition and interview skills
- Assisted residents in formulating survival skills to aid in the transition into the workforce
- Assessed each client's progress.

Computer Skills

Quattro Pro, Microsoft Excel, Microsoft Power Point, Lotus 1-2-3, Microsoft Word, Electronic Mail

References

Available on request.