# KHAWAJA MUHAMMAD ALI

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#### **Summary:**

I am hard-working and constantly striving to learn so that I can become the best version of myself. I possess a professional attitude along with strong communication, PC, teamwork, and leadership skills. I have experience working in Search Engine Optimization and eBay, including account setup, product listing, and customer service. My interests lie in pursuing a career in Business and Marketing, and my goal is to secure a permanent position at a leading organization where I can contribute to its success.

| Qualifications:   | _          |
|---|------------|
|   | <b>4</b> ) |
| <ul> <li>□ National College of Business Administration &amp; Economics, Lahore Pakistan (2020 –202</li> <li>• Bachelor of Business Administration (BBA Hons)</li> </ul> | 4)         |
| • Cumulative CGPA: 2.65 out of 4  |            |
| · Majors: Marketing and Business Administration   |            |
| ☐ Government Islamia College, Civil Lines Lahore  |            |
| • Intermediate (I.COM)  |            |
| ☐ The Educators School System, Lahore   |            |
| • Matric (Science)  |            |
| Work Experience:  |            |
| SEO at Bilytica (Aug 2021 – Apr 2022)   |            |
| SEO, including Blogs (On Page, off Page), Forum Posting, Business Listing, Bookmarking  |            |

Online Market Officer ATTESCO (A group of MR Enterprises) (May 2022 – June 2022) Responsibilities were "Ads Posting, Backup, Teamwork and managing Social media

### ☐ E-bay FBM (PL) at Private Firm (Aug 2022 – June 2024) Inventory Source, Product Listing

### **University Projects:**

Accounts

- 5-year historical analysis of the Pakistan Stock Exchange (PSX) with a focus on the Banking Sector
- SWOT Analysis of Samba Bank Pakistan

Google Sites and Blog Commenting

- Highlight the main issues of **Nishat Mills Apparel Division** including work wear.
- A brief report on the Business strategy of Toyota Yaris Pakistan
- Digital Marketing strategies proposed for **Stylo Pakistan** (**Footwear Industry**)

#### **Online Certificates Attained:**

- · Amazon FBA Course from ITU
- Shopify Store Development Course
- EBAY Course ( Account Setup, Product Listing, Account Management)
- MS Office Management

## Languages & Skills:

- Fluent in Urdu
- Fluent in English
- Chinese (Basic)
- MS Office (PowerPoint, Word, Excel), Data Entry, Report Preparation

**Reference:** Waqas Javed