

Mohammad Sajjad

Rawalpindi

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I am energetic, ambitious in my own interests as well as those of my employer. I have well experience to work in stress usually to meet tight time-lines. I am eager to learn quickly to appraise new situations and require minimum of instructions on new assignments. I get on well with people at all levels. I regard others at work and I am known as a well-spoken man among my colleagues.

Area of Experience:

Well experience / command regarding use of Nikon Digital Cameras / other brands of Digital Cameras. Professional Photography (Art) its whole process starting from scratch to the Finished product, that is output in shape of professional photographs / images.

Work Experience

Assistant Manager & PRO

Al-Madad Super Market

July 2018 to June 2019

- Looked after all tasks related to purchasing, payments, collections etc. for my company in the roll an Assistant Manager.
- Also carried out overall management of the office procedures and operations for smooth business activities of the company and achieved the targets assigned by the management.
- As a PRO I have done all the legal documentation for the company, including staff's visa processing and air ticketing.

Showroom In-charge

Ashraf & Company Ltd. W.L.L - KW

February 2010 to July 2017

M/s Ashraf & Company (Nikon) is a Distributor of Nikon Cameras and Lenses.

- Overall Supervision of Sales and Accounts / Cash Counter.
- Managed the Graphics department along with Mini Lab processing unit.
- Also driven the Large Format Printing unit by use of professional / enterprise Plotters.

Achievements:

Got Certificate of Recognition from M/s Ashraf and Company upon achievement of the assigned targets and outstanding sales in the first two Quarters of 2011.

Lab In-charge & Photo Printing Operator

Pro-Light Photo Center - KW

May 2000 to October 2009

- Overall Supervision of Sales and Accounts / Cash Counter.
- Managed the Graphics department along with Mini Lab processing unit.
- Also driven the Large Format Printing unit by use of professional / enterprise Plotters.

Office Assistant

Agfa Color Pvt. Limited

November 1994 to October 1999

- Looked after overall Sales and Mini-lab system.
- Independently driven the indoor Photo Studio.
- Also worked on assigned jobs for outdoor photo shooting for the regular / corporate customers.

Education

Diploma in Auto cad

The Govt. Murray College - Sialkot, Sialkot, PK

Skills

Well Command on Computer Software and Hardware., Adobe Photoshop and others photo editing softwares., Corel Draw, ACD, Photo Impact etc., Microsoft (word, office, excel, and spread sheet)