

Mohammed Ramazan Khatana



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00923004400402 or 00923228427596



Sodiwal, Lahore, Pakistan



(Marketing/Sales/Customer Support Professional)

Dear Sir,

I would like to apply for the mentioned post. Herewith I enclose my Resume for giving sufficient details about my career with educational and Professional achievements for your reference. . I am very gentle, hardworking, elegant, charming, naturally kind, sensitive to the needs of others, very social human beings, usually too moderate and well balanced, trustworthy in handling other people's money, Focused, Competitive, daring, Brave, Loyal, Faithful, Ambitious, Secretive, not afraid of challenges in life, always in search of truth no matter what the situation is, fiercely independent, most sensitive, highly caring, family oriented, sincere, irresistibly attractive and great devoted conversationalist, traditional in my relationships, prefer to be committed, bold, decisive with my financial decisions, surprisingly energetic, strong, protective, loving and devoted to the end, able to accomplish anything I put my mind to and I won't give up..

I have good critical faculty, , good perception, observation and critical ability, big ambitions, gifted with a highly analytical and inquiring mind, ability to realize omnipresent aspect of supreme creator, a strong competitive characteristic to my personality that pushes me to strive for greatness, ability to completely transform a really bad situation into a really awesome one. My character is on the whole balanced. I do my best to cooperate and compromise with everyone. I know for my passion, assertiveness, determination, and decisiveness and Born natural leaders. One of the great things about me is my amazing loyalty, generosity and kindness to my significant others. I follow my hearts more than anyone could expect, I am incredibly dedicated and invested when it comes to my relationships. I in Love could be a fully invested and powerful partner. I look impartially at matters which call for an impartial judgment to be made , like balance of fairness, and though it is true that I dislike coarse, dirty work. I, in a relationship, am very sacrificing, proving my devotion, depth, loyalty, abundant courage and emotional strength. I always try to connect with my long term partner at a spiritual level. If anyone is close to a me, he will feel extremely protected and cared for Qualities that I look for in a friend is authenticity and honesty. I really enjoy being with good-natured people who would share their witty sense of humor. I can be a friend for life and can make you think deeper and have more fun than you ever thought before.

my concentration level and determination are superb which guarantees successful completion of my goals every time .I am not risk-takers, not very prone to spending on impulse, flexible, capable of adapting to all kinds of situation. I can hold my ground firmly handle adverse situations with surprising calmness. I must watch out for my compassionate. I work to embrace change and not fear it. It doesn't mean rushing blindly into something new, however keeping myself open to change. I love hope, peace, creativity and joy. I hope that my previous experience in educational background and other relevant activities will help me to work as a good resource in your organizations. I have briefly explained about my suitability and Professional Qualifications to fulfill the requirements for the above post. I have attached my CV to your consideration and I hope to hear from you a positive reply soon.

Yours Truly,

MUHAMMAD RAMZAN KHATANA

REFERENCES:-

Mahmood Nasir –Transport Officer- CM House-Phone-00923004452902

Mohammad Iqbal – Staff Officer- LDA –Phone-00923124400402

Tariq Sohail - Sales Manager – SABROSO –Phone- 0092345 4624543

OBJECTIVES

- 1) To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.
- 2) Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- 3) I can contribute to organization's success through the use of my combined knowledge and skills



PERSONAL PROFILE

NATIONALITY:-	Pakistani
M- STATUS:-	Married
RELIGION:-	Islam
Date-of-Birth:-	16-10-1973
Gender:-	Male

EDUCATION

Post Graduate Diploma in Computer Sciences (March98 to (April99)

Institute of Leadership and Management Sciences(UMT-Garden Town).

DCS 1 year diploma in computer science (Jun95 to Aug96)

Pak polytechnic institute(PTB) Iqbal Town Lahore

Bachelor of Science (1993-1995) Mathematics, Physics)

University of the Punjab

Three month courses by Virtual University completed as SEO, Digital Marketing, Freelancing, Creative Writing etc.(2019-2020)

PROFESSIONAL SKILLS

Marketing:-	
Sales:-	
Digi.Marketing:-	
Accountancy:-	
PHP:-	
MS Office	

COMMUNICATIONS

English:-	
Urdu:-	
Punjabi:-	
Arabic	

TOEFL (Test of English as a Foreign Language, 1992, Studied at Kipling center Lahore Cantt.)
English: Excellent in speaking reading and writing.(Call Center International Expert)(I-20-Visa Obtained From USA-College Montana)

Professional Experience(TOTAL EXP=22 YEARS)(sale=13)

- (Feb 2017 – April 2018) www.adsii.com (US-Govt-Based Call Center)
Sales Officer
Dealing with customer, calling , Emailing , Contacting, Meeting, Chatting, Online Conferences, Exchange of goods and Payments transfer to bank, Verification of Payments , Dispatching Orders etc.
- (Feb 2012 – April 2014) **SHARIF FEEDS**(www.sharifgroup.com.pk)
Sales Officer
Dealing with customer, calling , Emailing , Contacting, Meeting, Chatting, Online Conferences, Exchange of goods and Payments transfer to bank, Verification of Payments , Dispatching Orders etc.
- (March 2004 – Feb2012) **SABROSO** (www.sabirsgroup.com.pk)
Sales Officer
Dealing with US-Govt Officials, calling , Emailing , Contacting, Online Meeting, Chatting, Online Conferences, Exchange of goods and Payments transfer to bank, Verification of Payments , Dispatching Orders etc.
- (1 year) **HARWEST Group + Financial Magnet Lhr + EFU Insurance, BROKER , Cold Calling, Prospecting, Making Deals, Market Financial Analysis, Commodity Sale (Gold, \$, Yen, OIL) etc.**
- (1 Year) **LDA + Chohan Estate Defense+ Part time Property Advisor + NESPAK, James Associates +Marketing Firm Door to Door sale, TIENS Firm, Chocolate Toffee Sale etc.**

TEACHING EXPERIENCES (8 YEARS)

- (March 2016 – Feb2017) **BECON FIELD SCHOOL, IDEAL MUSLIM SCHOOL MODEL TOWN**
COMPUTER INSTRUCTOR
Taking computer classes from grade 1 to grade 12 of BISE, Syllabus Coverage, Marking Attendance, Paper Making and Checking , Class Discipline, assigning home work, grading tests, and documenting progress. preparing lesson plans and educating students at all levels etc.
- (Feb2000 to Aug2000) **Lahore Polytechnic Institute**
COMPUTER INSTRUCTOR
Taking computer classes of grade 12 of Punjab Technical Board , Syllabus Coverage, Marking Attendance, Paper Making and Checking , Class Discipline, assigning home work, grading tests, and documenting progress. preparing lesson plans and educating students at all levels etc.

■ (March98 to April99)

Punjab Polytechnic Institute

COMPUTER INSTRUCTOR

Taking computer classes of grade 12 of Punjab Technical Board , Syllabus Coverage, Marking Attendance, Paper Making and Checking , Class Discipline, assigning homework, grading tests, and documenting progress. preparing lesson plans and educating students at all levels etc.

■ (Mar98 to March99)

Imran Science Academy Iqbal Town

Computer Instructor

Taking computer classes from grade 1 to grade 12 of BISE and ICS/BCS/NCA Students , Syllabus Coverage, Marking Attendance, Paper Making and Checking , and documenting progress. preparing lesson plans and educating students at all levels, Coral Draw, Photoshop, 4&6&1 year courses coverage, Oracle etc.

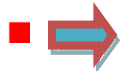
■ (Aug95 to March98)

**Borland Institute&Global College(Morning, Eve
Computer Instructor**

Taking computer classes from grade 1 to grade 12 of BISE and ICS/BCS/NCA Students , Syllabus Coverage, Marking Attendance, Paper Making and Checking , and documenting progress. preparing lesson plans and educating students at all levels, Coral Draw, Photoshop, 4&6&1 year courses coverage, Oracle etc



Home Tutor of BBA and BCS(computer), O-level(computer), LGS Student (Computer,Math,Physics), HOME TUTOR Of INTERNATIONAL SCHOOL OF CHOUEIFAT LAHORE(Computer,Math,Physics), Beacon house School System Gulberg.



(Feb2000 to May 2000)

MCP (MICROSOFT CERTIFIED PROFESSIONAL)

(ID#SP2789367-Microsoft)



(April2000 to Aug2000)

IBM-AS/400 Course(Mini Frame)(4-month)

SOFTWARE DEVELOPER EXPERIENCE (2 YEARS)

■ 1-Month

Ali Incorporation (City-Abatabad)

Web Developer

Development of software tools in PHP, QA, Uploading, Testing, making front/back end layout, buttons, queries, database linking etc.

■ 1-Month

Cerebrum Tech (City-Karachi)

Head Programme r(Web)

Development of software tools in PHP, QA, Uploading, Testing, making front/back end layout, buttons, queries, database linking etc.

■ 1-Year (Oct2000 to Oct2001)

**Logic Computer System UK-Based
Software Developer**

**Development of software tools in VB, Foxpro
Uploading, Testing, making front/back end
layout, buttons, queries, database linking,
Screens designing, Button designing, Using
Photoshop, Web development etc.**

■ 4-Months

**NSC Technology Singapore Based
Software Developer**

**Development of software tools in C#, VC,
Uploading, Testing, making front/back end
layout, buttons, queries, database linking,**

**IPhoto portal & Photographer Tool Making
Quality Assurance of tools etc.**

■ 4-Months

**SAMW Online Lhr
Technical Assistant**

**User Management, Making User, Changing User
Attributes, Disconnecting Users, Internet provision
and disconnection of non paid users etc.**

■ 4-Months

**Hosting Firm
Programmer**

**Email Makings, Programming-PERL, User
Management, Making User, Changing User
Attributes, Disconnecting Users etc.**

**ACCOUNTING EXPERIENCE 4 MONTHS ACCOUNTANT IN BURAO
POLYFABRICS INDUSTRIES RANA TANVIR MINISTER NOON LEAGUE**

FREELANCE MARKET PLACES PROFILES

UPWORK PROFILE:- <https://www.upwork.com/o/profiles/users/~01128db9a1db274a8b/>

FIVERR PROFILE:- https://www.fiverr.com/mrkhatana?up_rollout=true

GURU PROFILE:- <https://www.guru.com/freelancers/mr-khatana>

FREELANCER PROFILE:- <https://www.freelancer.com/u/mrkhatana>

MY VIDEO PROFILE1:- <https://www.youtube.com/watch?v=s-1CXwkvlgg>

MY VIDEO PROFILE2:- <https://www.youtube.com/watch?v=r6o3VeAZF0M>

MY VIDEO PROFILE3:- <https://www.youtube.com/watch?v=rPonfVE5x50>

MY VIDEO PROFILE4:- <https://www.youtube.com/watch?v=tRZ3LBEVzd8>

<https://www.linkedin.com/in/ramzan/>

<https://www.linkedin.com/company/complete-software-for-any-industry-available-by-ericsoft-international/?feedView=videos&viewAsMember=true>

Activities & Hobbies: Reading AND TV

References:- Available on request

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CHOUEIFAT ACADEMY(HOME TUTIONS)

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