**MUHAMMED ZAULIFQAR**

**Address: 52 Nethercote Avenue, Baguley, Manchester M23 1LL**

**Mobile: 07593 056 188**

**Email: muhammedzaulifqar@outlook.com**

**Professional profile**

An enthusiastic businessman, who enjoys being part of diverse and productive teams. Extremely organised and highly self-motivated, with a proven background in achieving targets and meeting tight deadlines, performing well in a highly pressurised working environment. Possessing excellent interpersonal and liaison skills with the ability to communicate professionally with customers and encourage colleagues, building and maintaining productive working relationships.

**Objective**

Looking for employability opportunities which will make best use of my existing skills and experiences whilst enabling further personal and professional development. I am willing to relocate and have a driving license.

**Education and qualifications**

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| Degree: | Business with Economics, University of Salford (2012-2015). *Achieved grade: 1st* |
| Higher Results: | Law, Sociology & Economics (A2) and Accounting (AS) (2012) (300 UCAS Points) |
| 10 GCSE’s: | Including Mathematics, English and Science  |

**Career summary**

 Aug 2016 – June 2017: The Alacrity Foundation – Graduate Business lead

* Part of a team of 4 which consists of 3 computer programmers on a graduate scheme that aims to set up tech start-ups in South Wales.
* Being solely responsible for the Business Development of the start-up. Common tasks carried out include networking, market research, sales, inbound marketing, managing client relations, pitching and finding creative solutions to problems.
* Gaining experience in using product management tools such as Jira, Trello and Taiga. I have also experienced using CRM tools such as Insightly, Salesforce & Nimble.
* Skills gained/developed include: sales, product management, team management, client relations, problem solving, marketing, product development & pitching.

Jun 2015 – Aug 2015: AQA – Administration Assistant

* Undertaking a wide range of administrative duties including data entry and clerical checking
* Providing effective customer service support
* Taking ownership of tasks and delivering activities to schedule and demand as required
* Providing an accurate and efficient administrative service
* Working effectively as part of a team to meet business needs
* Supporting other areas of the business including the script management and digital print department

Jun 2014 – Sep 2014: Docnet – SEO Intern

* During my 3 months at Docnet which is a well-established e-commerce agency in the heart of Manchester. I was under the supervision of an experienced SEO professional.
* I used a number of web tools number of web tools including Followerwonk, Google Analytics, Google AdWords, Go Daddy etc.
* I carried out a number of tasks during my time there including market research on competitors, keyword research, liaising with clients, writing up website content etc.
* This internship allowed me to continue to develop a number of skills including analysis, enterprise, innovation and creativity.

**Other notable roles**

2012 – 2014: IBM University Business Challenge

* Appointed as a leader for a team of students to support and motivate them to participate and utilise their skills in virtual business challenges against other university entries
* Working together as a team, regularly meeting, discussing and coming to agreement on business case studies in addition to preparing business analysis reports accordingly
* Demonstrating expertise in strategic thinking as well as people and time management through simultaneously managing studies and undertaking this role

2013 – 2014: Management Development Project Leader

* Managing a number of marketing projects including ascertaining client requirements and creating marketing profiles such as for the charity to drive the organisation forward, raise funds and make the public more aware
* Building and maintaining business relationships with clients and liaising extensively with them in meetings and electronic correspondence to ensure they are kept fully up to date on project progress
* Leading and supporting a team of 10 staff, delegating tasks while keeping them motivated and ensuring timeframes are achieved

2013 – 2014: The National Apprentice Challenge

* Appointed team leader for a business competition for students inspired by the hit TV show the apprentice.
* Leading a team of 4 people, we took part in the semi-finals of the competition and did two challenges.
* The two challenges were designing our own app ideas for working families that we pitched to investors and selling random mother’s day items in a market to locals in Birmingham Town Centre.
* This experience allowed me to develop my creative and innovative side. Whilst also enhancing skills such as organisation, leadership, sales and time keeping.

**Interests**

I am someone who enjoys travelling and learning about different cultures, this resulted in me spending last three summers visiting and experiencing some amazing and diverse cultures. I also enjoy giving back, as illustrated by me volunteering abroad and locally. You could say I’m an ambitious and competitive person as demonstrated by me being chosen to represent and lead the University of Salford in a number of Business related competitions. One of my life’s highlights so far include pitching in front of Prince Andrew and an audience of 150 people for a tech start up competition, what made it particularly memorable was that I got the biggest laugh of the day.