



# Mohammad Abdul Rehman

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## Personal Summary

Ambitious Business Administration undergraduate with a strong foundation in marketing and sales. Proven ability to exceed sales targets, build lasting client relationships, and analyzing market trends to drive performance. Excited to leverage my skills in sales, marketing and client engagement to drive growth.

## Experience

### Systems Ltd

#### Customer Support Executive (CSE)

Jun 2025 – Present

- Managing customer service operations and achieving KPI-based targets.
- Handling customer inquiries and resolving issues via calls and other channels.
- Maintaining accurate records using CRM tools.
- Collaborating with team leads to improve service quality.
- Participating in internal training programs to enhance technical and communication skills.

### Al Rehman Estate

#### Real Estate Sales Agent

Sep 2022 – Feb 2025

- Developed and executed marketing strategies that consistently drove residential and commercial property sales, exceeding quarterly targets by an average of 15%.
- Built strong client relationships through communication and follow-ups.
- Guided clients with needs assessments and expert advice in property purchases.

### Auto 711 Services

#### Intern, Cross Functional Department

Jul 2021 – Aug 2021

- Performed financial analysis and optimized pricing while leading social media campaigns that boosted profitability, brand visibility, and sales.
- Prepared detailed reports with outcomes and recommendations to support strategic decisions.

## Education

### The Millennium Universal College (University of London)

BSc in Business Administration with Marketing

Nov 2018 – Aug 2021

Relevant Courses: Principles of Marketing, Sales Management and Techniques, Marketing Research, Economics for Business, Entrepreneurship, Strategic Management, Investments, Financial Accounting, Customer Relationship Management (CRM), Human Resource Management, Operations Management, Marketing Management.

### Beaconhouse Newlands

Courses: Accounting, Business, Urdu

Sep 2016 – Jun 2018

## Skills & Interests

### Technical:

- Social Media – Skilled in Instagram and Facebook for marketing and engagement
- Proficient in Microsoft Office Suite (Word, PowerPoint)
- Experienced with Canva for digital design and presentations

### Interests:

- Enthusiast of cars and automotive trends
- Sports enthusiast with a particular interest in tennis and cricket
- Committed to fitness and maintaining an active lifestyle