

HASSAN BUTT

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306/A BLOCK GULSHAN E RAVI LAHORE

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Objective

Looking for a suitable position, which will utilize my education, experience, provides prospect for learning and advancement for longer-range career opportunities. To work in a challenging environment and for growth of the organization as I work for and growing with the organization.

Experiences

➤ **Easy Consulting (Present) Canadian OFF shore**

- Marketing coordinator
- Pipe drive CRM
- Email marketing
- Cold calling
- Contract handling
- Deal close
- Customize emails
- Research

2) **CONTINENTAL CAR HIRE LTD (UK) (2014-2018) UK OFF Shore**

Responsibilities

- Negotiations with (UK) insurance company
- Negotiations with (UK) solicitors regarding case
- Powerful recovery from Third Party
- Case Settlement Authority.
- Keep Records of all the Previous Settled cases

3) **Olympia (PVT) Ltd Assistant (2013-2013)**

Responsibilities

- Prepare Contract of Deals,
- Maintain Account Sheet,
- Customer relation,
- Circulation of Raw material
- Keep Records,
- Emailing and telephonic Marketing

4) **ALLIED SCHOOLS Accounts Assistant (2010-2012)**

Responsibilities

- Handling Expense book,
- Maintain Account Sheet,
- Customer relation,

Education

BCOM	2007-2009	<u>Pakistan Finance College</u>
ICS	2005-2007	<u>Govt Science College</u>
MATRIC	2003-2005	<u>Lahore Board</u>

Certification

Diploma in IT	IBL College
Ielts	British council
Ccna	Corvit

Personal detail

Father's Name	MUNIR HUSSAIN BUTT
Date of Birth	23 RD SEP 1989
Marital Status	Single
Religion	Islam
Nationality	Pakistani

Computer Skills and Abilities

Windows /98/2000/XP	Internet
Microsoft Office	E-mail
MS Word	Searching
MS Excel	Troubleshooting of errors

Skills and Abilities

- A fast learner.
- E-Marketing
- A wise decision-maker.
- Flexible attitude and confident.
- Ability to work as a team player.
- Strong verbal and communication skills.
- Ability to accept challenges for growth and taking initiative for company's progress.

Reference

Provided when required