

# Curriculum Vitae



# RIZWAN IQBAL

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## ABOUT ME

A motivated and driven individual, seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in an organization working on a global scale offering scope for career growth and professional development. I am passionate about e-commerce and also want to develop my career and enhance my skills in this respective field and enjoy my growth along with the company's growth.

## EDUCATION

2018 - 2022

### **Bachelor of Business Administration**

*Ilma University - Formerly IBT*

**Brief Description:** Doing bachelors in business administration while having majors in Marketing & Advertising.

2015 - 2017

### **HSC - Pre-Engineering**

*Government National College*

**Brief Description:** Completed my intermediate from govt. national college in engineering field by scoring C Grade.

2015

### **SSC - Science**

*Young Stars Grammar School*

**Brief Description:** Completed my matriculation from Karachi board in science by scoring B Grade.

## SKILLS

MS Office



Typing Speed



Presentation



Social Media



Analytical Skills



**Additional Skills:** Time management, Decision making, Pressure handling, Team player, Communication skills

## WORK EXPERIENCE

MAR 2023 - PRESENT

### **Data Entry Officer | Ekska Discount Center**

*Admin Department | POS Retail | E-Commerce*

**Brief Description:** Worked as a data entry in the admin and e-commerce department. My core responsibilities include data entry, product uploading on website, social media chat support & branch retail management.

JUN 2018 - JUN 2022

### **Key Account Manager | ishopping.pk**

*Merchandising | CS Department | E-Commerce | Magento*

**Brief Description:** Worked with ishopping.pk during working tenure exposed to different processes of the department.

Merchandise Product Optimizer | **6 Months**

E-Commerce Executive - Team Lead | **18 Months**

Sr. Customer Support Executive | **24 Months**

- My core responsibilities is to lead the Product Optimization Team & Customer Support Team.
- Manage supplier's inventory and work assigned to the team for product uploading. Also looking at the company's international inventory.

JUN 2022 - MAR 2023

### **E-Commerce Executive | Fashion Flare**

*E-Commerce Department | Shopify*

**Brief Description:** Worked with fashion flare working as an e-commerce executive in the e-commerce department. My core responsibilities is to lead the team.

- Customer Engagement
- Orders Fulfillment
- Social Media Chat Support

## LANGUAGE

English, Urdu, Bangla & Hindi