

# Muhammad Awais Afzal

 03000074405

 [awaisafzal770@gmail.com](mailto:awaisafzal770@gmail.com)

 [linkedin.com/in/awais-malik-43b3b81b1](https://www.linkedin.com/in/awais-malik-43b3b81b1)

**Religion:** Islam

**Domicile:** Bahawalpur

**Gender:** Male

## Summary

Seeking challenging tasks in the field of Ecommerce, Amazon Virtual Assistant, Data Entry, Web Research, Lead Generation and other Customer-Related Services that showcase my skills and capabilities in this area of expertise and to create a wonderful working relationship with different Clients.

## My Skills are:

- ◆ Amazon Virtual Assistant, Product Hunting, product sourcing.
- ◆ Amazon seller Account management.
- ◆ Copy text from one CMS platform to another CMS
- ◆ Online Research for People Info || School Directory / Staff Listing ||
- ◆ Real Estate Listing
- ◆ Address and Email Info Extracting from Google/GIS Maps & Various Websites.
- ◆ CMS Data/Content Posting || WordPress Posting || Blog Posting
- ◆ LinkedIn / Twitter data scraping
- ◆ HTML & CSS || Landing Page
- ◆ Google Docs || Google Spreadsheet || MS Office (Full) || AirTable Sheet
- ◆ Web Research || Extracting Email & Phone || Data Mining
- ◆ Product Listing eBay, Shopify || ECommerce Product Posting with HTML Code

- ◆PDF Convert to Excel Sheet or Word & Vice Versa || Business Card
- ◆Video or Files Download & upload || Vector logo Upload
- ◆Skip Tracing || Truepeoplesearch . peoplesearchnow

## **AS AN E-COMMERCE SPECIALIST:**

- ◆Set-up, Launch & Maintain your Amazon, eBay, and Shopify, Storefronts.
- ◆Find our Competitors Best-Selling Products
- ◆To look for the Manufacturers / Name Brand Owners ◆To find the Authorized Wholesalers / Distributors in the US, CA, UK, EUR, China, and other countries.
- ◆Product listing on Amazon, eBay, and Shopify
- ◆Order Fulfillment Management
- ◆Optimize product listings
- ◆Manage & maintain product inventories,
- ◆Keeping tracks of Replenish able Products
- ◆Purchasing Management and Replenishment
- ◆Inventory Management/shipping and delivery

My first priority is=) Quality| Accuracy| Honesty| Satisfaction| Hard Working| Deadline.

My objective is to offer high-quality service to clients before the specified time period by sharing my knowledge and directing my skills. I like to perform my duty with high attention and utmost concentration until the works are completed. I do appreciate walking in the area of a new subject.

I am highly interested in long term projects and there is no limitation of time. I can perform duty on weekends as well.

I like to provide all kinds of benefits for my client by providing quality work.

Regards

Muhammad Awais Afzal.

## **Experience**



### **Executive General Manager**

EXO Digital - Amazon Virtual Assistant Services & eCommerce solutions

Feb 2020 - Present (1 year 1 month +)

(1 year 1 month)



### **Wordpress Developer**

Fiverr and Upwork Freelancers (Buyers and Sellers)  
Oct 2020 - Present (5 months +)



### **Lead Generation Specialist**

Fiverr and Upwork Freelancers (Buyers and Sellers)  
Jul 2019 - Present (1 year 8 months +)

Bahawalpur District, Punjab, Pakistan



### **Data Entry Specialist**

Fiverr and Upwork Freelancers (Buyers and Sellers)  
Sep 2019 - Present (1 year 6 months +)  
Bahawalpur District, Punjab, Pakistan

## **Education**



### **Riphah International Collage**

Accounting and Finance,

## **Skills**

E-commerce • Product Listing • Lead Generation • WordPress • Amazon Virtual Assistant • eBay •  
Shopify • Product Research • Product Sourcing • Data Entry Specialist