

# Muzffar Ahmed

## About Me

I am a highly motivated individual with a strong desire to excel in challenging and dynamic environments. Demonstrating a proven track record of thriving under pressure, I am committed to delivering high-quality work and achieving results that exceed expectations. As a quick learner, I embrace new challenges and technologies to keep pace with the ever-changing demands of the industry. I am excited about the opportunity to contribute long-term to a company that values hard work, dedication, and continuous learning.

## **Professional Experience**

Microslush | Business Development Manager August 2022 – Present

• Microslush is a Lahore-based software house that provides services and sells products.

## Job Designation

- Graphic Designing and Video Editing August 2022 March 2023
- Business Development and Project Management April 2023 Present

## Key responsibilities

- Effectively manage customer support operations to ensure timely and satisfactory resolution of inquiries and concerns.
- Facilitate smooth communication and workflow between developers and clients, ensuring efficient collaboration and project progress.
- Proactively attend to client needs, ensuring a high level of satisfaction. Mitigate potential issues to prevent customer frustration.
- Ensure timely completion of tasks and projects, adhering to deadlines and commitments to meet client expectations.

## ICreative Officials| Graphic Designer / HR Manager October 2021 - July 2022

 Creative Officials Media is a Toronto GTA-based video production services company

#### **Key responsibilities**

- Develop visually compelling graphics, illustrations, and designs for various projects and campaigns.
- Oversee human resources functions, including recruitment, onboarding, and employee relations, to ensure a positive and productive work environment.
- Contribute to the development and implementation of business strategies to drive growth and achieve organizational objectives.

## **My Contact**

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- in muzffar-malik-1b2a80228

## Skills

- Strategic Digital Marketing
- Orchestrating comprehensive digital marketing campaigns to captivate audiences and drive brand success
- Creative Adobe Suite Mastery
- Proficient in Adobe Photoshop for stunning visuals, Adobe Illustrator for precision design, and Adobe Premiere Pro for captivating video content

## • Jira Project Management

• Leveraging Jira for seamless project organization, collaboration, and efficient workflow management

## Effective Communication

- Articulating ideas and fostering clear communication to enhance team collaboration and project success
- WordPress Elementor (Basic)

## • Relationship Building:

- Cultivating strong, lasting connections with clients, colleagues
- SEO Expertise (Basic)
- Strategic Social Media Management
- Guiding impactful social media strategies to boost brand presence, engagement, and community growth.

## **Education Background**

Intermediate
Faisalabad Board
Completed in 2019

Matric
Faisalabad Board
Completed in 2017

- courses
  - Graphic Designing from Visual Nest Academy
  - Spoken English from SEB'S Institute
  - Digital Marketing by Sheikh Sjawal