

MUHAMMAD ZAIN ARIF

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Riyadh, Saudi Arabia

PROFESSIONAL SUMMARY

Results-driven Business Administration graduate with experience in field operations and graphic design. I combine analytical thinking with creativity to solve problems and deliver practical, effective solutions, while continuously learning and growing in a dynamic environment.

WORK EXPERIENCE

Majal Tools For Trading Riyadh | JAN2026 - APR2026

Sales Executive

Sales Executive at Majal Tools for Trading, dealing in road construction equipment and heavy machinery. Handled client inquiries, closed sales, and built relationships while gaining strong product knowledge and communication skills.

Mrg builders Pakistan | 2024-2025

Document controller

I maintained proper document registers, ensured correct version control, and tracked revisions to avoid errors on site. I coordinated closely with engineers, project managers, consultants, and subcontractors to ensure timely approvals and document flow.

Freelancer Pakistan | 2022-2023

Graphic Designer

Skilled in Adobe Photoshop, Illustrator, and other design tools, with a strong eye for color, typography, and layout. Managed multiple projects simultaneously, maintained clear client communication, and ensured revisions were implemented efficiently.

EDUCATION

Sir Syed case institute of technology Islamabad 2020-2024

Bachelors of Business Administration (Marketing)

Intermediate 2017-2020 (General science)

Roots international schools and college wellington Campus H-8/4 Islamabad

Matric 2015-2017 (Science)

Private

SKILLS

- Problem solving
- Financial Accounting
- Team work
- Microsoft office
- Adobe illustrator
- Driving

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Arabic (Intermediate)

Iqama : Transferable