|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Shahid** Email: Shahid.149766@2freemailcom  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

 |

|  |
| --- |
| **Organized and efficient, highly skilled in office administration, data organization, proofreading, database management and word processing.** |

**Personal Information**

Date of Birth 01 – 08 – 1987

Religion Islam

Nationality Pakistani

Gender Male

Marital Status Single

**Academic Background**

|  |  |  |
| --- | --- | --- |
| **Bachelors in COMMERCE** | **University of Sindh Jamshoro,**  | **Year Completed : 2013-2015** |
| **Intermediate in ARTS** | **Govt. Boys Degree College Kotri,**  | **Year Completed: 2006--2008** |
| **Matriculation in SCIENCE** | **Govt. Ishat ul Islam High School Kotri,**  | **Year Completed : 2000-2002** |

**Technical Qualification**

 1 Year Certificate in Civil Drafting from T.T.C Kotri 2003, 2004.

 3 Months Certificate in Auto Cad 2d, 3d from Arena Multimedia Institute Hyderabad 2010

**Employment Detail**

|  |  |
| --- | --- |
| IBEX GLOBAL COMPANY**Job Title**: Customer Support Executive |  Feb 2017 to till date  |

* Answer calls to provide information of products & services, take/ cancel orders, or obtain details of complaints.
* Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
* Follow up to ensure that appropriate actions were taken on customers’ requests.

|  |  |
| --- | --- |
| DONG FONG COMPANY**Job Title**: Office Assistant |  2013 to 2015  |

 Entered numerical data into databases in a timely and accurate manner.

 Produced monthly reports using advanced Excel spreadsheet functions.

 Communicated with domestic and overseas offices to arrange meetings.

 Scanned documentation and entered into the database.

|  |  |
| --- | --- |
| M/S ABM Engineers & Consultant**Job Title**: Computer Operator |  2008 to 2011 |

 Recorded and filed employee benefit, salary and annual evaluation information.

 Provide data by operating a computer, supervising the operation of computer hardware systems and ensuring

 machines are functional and secure.

|  |  |
| --- | --- |
| A.M.Z Textile Mills Limited **Job Title**: Store Keeper  |  2005 to 2007 |

 Check inventory records for accuracy.

 Compile reports on various aspects of changes in production or inventory.

 Keep records of items shipped, received, or transferred to another location.

**Skills**

Ms Office ■■■■□ Urdu Inpage ■■■□□

Adobe Photoshop ■■■□□ Auto-cad 2d 3d Drawings ■■■■□

AtTask ■■■□□ Html ■■■□□

**Languages**

 English Urdu Punjabi Sindhi