

**Objectives**

**To become an active member of the dynamic research oriented team of a healthy and reputable organization that expedites my professional growth and to apply my knowledge, Skills and experiences for the betterment of the organization, and to contribute to the organization’s goals and objectives, as well as to serve the humanity and my family. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives.**

**SPECIAL COURSES**

**A part from academic courses, I have also covered the following courses:**

* **IELTS from British Council**
* **D.I.T (**diploma in computer from technical Board Peshawar Pakistan)
* **Ms office 2007**
* **Ms Windows 98, 2000, Xp,**
* **In page**
* **Internet.**
* **Typing with 35 words per minute.**
* **Translation Of Holy Quran**

### ACADEMIC RECORD

#### B.A (Bachelors in Arts) 2012-2014

**(University of Peshawar)**

**Major Subjects: Political science, Law**

**H.S.S.C (Higher Secondary School Equivalent: (A-level) 2010-2012**

**(Peshawar / B.I.S.E Peshawar)**

**Major Subject: Civics, Islamic studies, History**

**S.S.C (Secondary School Certificate) Equivalent: (O- level) 2007-2009**

**(Peshawar / B.I.S.E Peshawar)**

**Subjects Physics, Chemistry, Biology, Mathematics**

**IELTS (International English Language Testing System) 2014**

**(British Council)**

**Over All: 5.00**

### CAREER HISTORY

**1. (Data Entry operator part time) NADRA Pakistan 2010-2012**

**Responsibilities:**

* **Feeding Data of Applicants in English and Urdu**
* **Sorting emails**
* **Dealing with Customers**
* **Thumbs impressions of Applicants**

**2. Business assistance and Customer Service, Al Noor Medicine Company Pakistan (2012-2013)**

**Responsibilities:**

* **Serving Customers**
* **Making Bills**
* **Arranging Stock**
* **Dealing with Cash**
* **Online orders**
* **Dealing with logistics**

**3 . Sales Officer and Office Assistant in TCS Pakistan 2013-2015**

**Responsibilities:**

* **Checking emails**
* **Managing Accounts and Office work with Documentation**
* **Receiving Calls**
* **Handling Cash**
* **Dealing with Customers**
* **Managing Employers**
* **Dealing with Banks**
* **Dealing with Logistics**

**4. Customer service Representative in Eagle Laundry Dubai.(Current working)**

**Responsibilities:**

* **Checking emails**
* **Managing Accounts and Office work with Documentation**
* **Receiving Calls**
* **Handling Cash**
* **Dealing with Customers**
* **Managing Employers**
* **Dealing with Banks**
* **Dealing with Logistics**

PERSONAL DETAILS

**D.O.B: 1th January 1990**

**Religion: Islam**

**Domicile: Peshawar (Kpk)**

**Nationality: Pakistani**

**Marital Status: Single**

**Visa : Visit visa valid till 14Feb2016**

##### LANGUAGES SKILL

**Excellent command over the following languages.**

* **English(Good)**
* **Urdu (Fluent)**
* **Pashto(Fluent)**
* **Hindko(Fluent)Punjabi(Fluent)**
* **Hindi(Fluent)**
* **Arabic(Read, Write and understand lil bit)**

**First Name of Application CV No:** 1658172

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