**Kamran**

**CAREER OBJECTIVE:**

**I am seeking employment with a company where I can use my talents and skills to grow and expand the company.**

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Bir Al Sabia**

**Tenure:**  **August 2009 – February 2013**

**Designations:** TSR, Customer Support Manager, Time Management Officer

**Responsibilities:**

* Start Working As Tele Sales Representative.
* Promoted as Customer support manager where I direct interact with existing customers.
* Time management and maintaining customer records.
* Respond promptly to customer inquiries.

**Organization:** **Alshams Technologies**

**Tenure:**  **April 2012 – March 2016**

**Designations:** Sales Executive, General Manager

* General Sales Training and Coordinating with other departments.
* Worked at Call Quality Control.
* Increases management's effectiveness by training, coaching, counseling, and disciplining managers, communicating values, strategies, and objectives, planning, monitoring, and appraising job results.
* Develops strategic plan by studying technological and financial opportunities, presenting assumptions, recommending objectives.

**ACADEMIC EDUCATION:**

 **EXAMINING BODY: YEAR**

* Matric Board of Intermediate & Secondary Education, Rawalpindi 2009

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Presentations, pivot table w.r.t. Analysis)

**INTERESTS AND HOBBIES:**

* Hobbies include anything in sports, cricket, badminton, football.
* Enjoy and actively participate in a wide variety adventure.

**PERSONAL INFORMATION:**

**Date of Birth** : 15-April-1988

**Religion**  : Islam.

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