**CURRICULAM VITAE**

***Mohammad***

***Objective:***

A challenging position in a result-oriented company that seeks an ambitious and career conscious person, where skills and education will be utilized toward continued growth and advancement, which offers good opportunities and challengeable working environment.

***Personal Information:***

 Date of Birth: 2nd, Feb, 1991

 Religion: Muslim Sunni.

  **Qualification:**

**INSTITUTION DEGREE Years**

Pimsat Institute Bachelor of Computer Science 2016

 Karachi Board of

 Intermediate Education. Intermediate 2012

Cambridge Public

School Matriculation 2009

***Employment History:***

**COMPANY DESIGNATIO DURATION**

 **Ufone Telecom Ltd Customer Service June 10- 2015 to Till**

 **Representative**

 **Responsibilities**

* Maintain cellular services forms.
* Monthly accounts closing.
* Daily recording of sales and expenses.
* Dealings with banks & company.
* Checking and matching of cash and bank book.
* Maintain accounting cycle.
* Different reports which is useful for reducing expenses and increasing incomes.
* GPRS settings for all mobiles.
* Prepaid to Postpaid.
* Postpaid to Prepaid.
* New SIM activation.
* Maintain cellular agreement forms.

**COMPANY DESIGNATION DURATION**

**Zong Cmpank Ltd. Customer Service**  **Nov-2014 to Mar-2015**

 **Representative**

 **Responsibilities**

* Maintain cellular services forms.
* Monthly accounts closing.
* Checking and matching of cash and bank book.
* Maintain accounting cycle.
* Different reports which is useful for reducing expenses and increasing incomes.
* GPRS settings for all mobiles.
* Prepaid to Postpaid.
* Postpaid to Prepaid.
* New SIM activation.
* Complaints handling.

 **COMPANY DESIGNATION DURATION**

**Sunmars Enterpricess IT Support officer Feb-2012 Aug- 2014**

 **Responsibilities:**

* Installing and Configuring Computer Hardware Operating Systems and Applications.
* The Replacing Part As A Required
* The Solving Hardware or Software Faults.
* The Testing and Evaluating New Technology.
* The Safety Checks On Computer Equipment.
* The Monitoring and Maintaining Computer Systems and Networks.

Skill:

* The Ability to Think Logically.
* A Good Memory Of How Software And Operating Systems Work.
* Excellent Listening And Questioning Skills, Combined With The Ability To Interact.
* Confidently With Clients To Establish What The Problem Is And Explain The Solution.
* The Ability to Work Well In and Team.
* Problem Solving Skills.
* A Strong Customer Focus.
* The Ability to Priorities Your Workload.

 Attention to Detail. ***Executive Summary:***

A determined and highly motivated individual with an extensive background in Human Resource. Recognized as ambitious with the ability to maintain professionalism at all times while working effectively in a fast-paced environment.

Has extensive knowledge of Personnel Management, Public Administration, Economics, Organizational Behavior, Research Analysis, and Accounting. Fluent in English and proficient in Urdu, and adaptable to dynamic environment.

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 