MUHAMMAD

MUHAMMAD.336222@2freemail.com

***Summary:***

Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success. Results-driven individual with a proved ability to establish rapport with clients. Accurate, assertive and adaptable enthusiast, who can effectively multi-task in challenging situations and meet critical deadlines.

***Highlights:***

|  |  |
| --- | --- |
| * Superior customer service
* MS Office
* Organized
* Exceptional time management
 | * Hardworking
* Exceptional communicator
* Decision making skills
* Self-directed
 |

***WORK EXPERIENCE***

**Siddique & Sons General Contractors & Builders July 2011 to now**

Site Safety Supervisor

Responsible for managing a safety program which included:

* Training new employees on safety requirements and practices
* Conduct annual safety refresher training courses
* Safety posters and signage posted at critical office and work site
* Safety orientation for visitors

***EDUCATION & Qualification***

* Inter Commerce from Intermediate Board Karachi (Pakistan) in 2008.
* Matric Science from Matric Board Karachi (Pakistan) in 2006.
* Diploma Health Safety & Environment from Karachi (Pakistan) in 2012.

***COMPUTER SKILLS***

* Very good knowledge of MS office Package 2007, 2003 and 98
* Very good knowledge of, Adobe Photoshop, Adobe Acrobat
* Installation of windows, drivers and other programs.

***REFERENCE***

Provided upon request