 CURRICULM VITAE

**TARIQ**

[**TARIQ.348133@2freemail.com**](mailto:TARIQ.348133@2freemail.com)

**CV HEADLINE**

I have been working as a Composer, Computer Operator, Data Entry Operator & Smartphone Sales Executive. I have vast experience in Computing & Sales for about 9 years. As you can see my past work experience, I would be appropriate in your environment for the betterment of your organization.My further detailsare as under for your review and consideration.I will be available for full time employment immediately.I look forward to speaking with you soon.

**PERSONAL DETAILS**

* **Age:** 30 Years as (05-05-1987)
* **Careel Level:** Senior
* **Nationality:** Pakistani
* **Visa Status:** Visit Visa (90 Days) Expiry: 20 May 2017

**Personal Profile**

A competent, talented, educated of the professional marketing work environment, quick to learn & used to working under pressure & meeting deadlines. A flexible practical person trained in analytical methods, seeking career within a management any professional field.

**Objective**

A team player that thrives to succeed in a challenging environment. Professional and an organized person who has a passion for learning developing personal experienced skills and wants to become a part of disciplined working environment and prove myself through honesty, discipline, punctuality and grooming personality.

**Work History**

**ZONG Telecom Franchise, Burewala** *(October 2008 to August 2010)*

**Data Entry Operator + Customer Relational Officer**

* Records data by operating data entry equipment; coding information; resolving processing problems.
* Developing and sustaining friendly relationships with customers.
* Protects organization’s value by keeping information confidential.
* Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
* Greet customers entering, Resolve customer complaints. Answer customer’s questions and provide information on procedures or policies.
* Responsible for achieving high customer satisfaction high quality service delivery.
* Ensure that walk-in customers are served in courteous and efficient manner.

**Zong Telecom Franchise, Burewala** *(August 2008 to August 2011)*

**Computer Operator + Cashier**

* Responsible to enter data into computer. Add/delete/modify records.
* Generate and print interest and service charges reports.
* Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**The Educators School, Burewala** *(September 2011 to March 2012)*

**Composer, Computer Teacher**

* Responsible for typing all material provided to me for school assessments.
* Drawing Monday brunch for pre classes.
* Attend the Computer classes when class teacher absent.

**Ghousia Mobiles, Burewala** *(February 2012 to February 2017)*

**Manager+ Accountant+ Salesman**

* Responsible for selling Smartphone’s & Accessories to customers.
* Handle tasks of preparing and maintaining sales record on a daily basis.
* Solve the Smartphone problems like Software’s.

**EDUCATION**

* **Graduation (B.A) (2013)**

Bahauddin Zakariya University, Multan (Pakistan)

* **Diploma of C.I.T (Computer) 3Months (2011)**

Punjab Institute of Technology, Vehari (Pakistan)

* **Diploma of Spoken English 3Months (2011)**

Punjab Institute of Technology, Vehari (Pakistan)

* **Intermediate (D.COM) (2007)**

Punjab Board of Technical Education, Lahore (Pakistan)

* **Matriculation (2005)**

Board of Intermediate & Secondary Education, Multan (Pakistan)

**LANGUAGES**

* English (Basic), Urdu, Punjabi

**LEISURE ACTIVITIES & INTERESTS**

Leisure activities including web searching, making marketing relationships, swimming which keeps me fit & self-disciplined. I also take a keen interest of what’s happening around the world. I enjoy socializing, meeting people & learning about different backgrounds & cultures.

**REFEREES**

* Reference can be established upon demand.