**WAQAR**

**WAQAR.349634@2freemail.com**

**OBJECTIVE**

To dedicate my service to a reputed organization to expose my talents and skills individually and also in a team to learn many good things from the organization itself

**WORK EXPERIENCE**

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| --- |
| **Customer Relation Officer (CRO) in Call Center as seen on TV (July, 2012 To Dec 2012)****Customer Relation Officer (CRO) Telenor Pakistan Project (Jan, 2014 To Dec 2014)****Cashier in Pizza Hut (Jan, 2013 to Dec, 2013****Ticketing & Booking Officer in Bilal Travel (Sept, 2014 to May, 2015)** |

**DUTIES / RESPONSIBILITIES**

* Skillfully manage wide-range of office tasks
* Leverage strong multitasking skills to manage customer service
* Provide general support to visitors
* I have An Experience of operating the computer For 2 years
* I got data and enter into computer and report
* Develop and maintain a filing system (Documentation)
* Keeping Data up to Date

**QUALIFICATION**

* **Matriculation from Lahore Board of Intermediate (Arts- Social Studies) Year- 2006**
* **Inter from Lahore Board & Secondary Education (Commerce- Accounts) Year- 2008**
* **Graduation from Punjab University (Commerce- B.com) Year- 2010**

**Courses:**

* **Graphics Designing**
* **Coral Draw**
* **Adobe Photoshop**
* **Illustrator**

**SKILLS**

* Knowledge of office management systems and procedures
* Attention to detail and problem solving skills
* Good written and verbal communication skills
* Ms Office and basic Computer Skills including In Page
* Ability to work under pressure.