**Muhammad**

[**Muhammad.373037@2freemail.com**](mailto:Muhammad.373037@2freemail.com)

**Work Expeience**

 **Telenor** Telecommunications Company, PAKISTAN **JUN 2014 - DEC 2016**

**Costumer Relationship Manager (CRM)**

**Responsibilities:**

* Looking all queries of company.
* Manage staff & their duties.
* Checking all email & their reply.
* Manage expenses of office.
* Dealing costumer has serious issue.
* Highlight the major issue to head office.
* Practice the staff about new queries from head office.
* Keep maintains of office.
* Selling company item.
* Maintain the ranking of office.
* Attend meeting with senior and guide them costumer demand.
* Everything b/w costumer &company have to handle CRM.
* Have experience work in oracle.
* Look after all KPI’S

 **Leopard** Courier Company, PAKISTAN **JUN 2011 - FEB 2014**

**Computer Operator**

**Responsibilities:**

* Track the shipping number.
* Entre data or shipping number in computer.
* Highlight the issue if courier is delayed.
* Maintain the entire courier in daily basis.
* Distribute courier to the deliver boys.

**Education**

* **2015 – 2017 Bachelors Degree**

Bahauddin Zakariya University Multan (Punjab), PAKISTAN.

* **2012 – 2014 Intermediate Certificate**

Dera Ghazi Khan Board (Punjab), PAKISTAN.

* **2010 – 2011 Higher Secondary School Certificate**

Dera Ghazi Khan Board (Punjab), PAKISTAN**.**

* **2013 – 2014 Diploma of Computer in AUTOCAD**

Punjab Board of Technical Education, Lahore (Punjab) PAKISTAN.

**Professional Experiences**

* I am energetic, highly motivated & fully confident.
* Have brilliant ability to do any kind of work honestly, truthfully &caring.
* Have experience to do work in any environment or in any under pressure.

**Personal Information**

Date of birth: 05-Jan-1996

Gender: Male

Marital status: Single

Nationality: PAKISTANI

Religion: Islam

Visa status: Visit Visa

**Strengths**

* Ability to work in a team.
* Leadership qualities.
* Hard-working with lots of patience.
* Organizing capabilities.
* Positive attitude.
* Quick Learner.
* Self-confidence.
* Creative mind.

**Languages**

English, Urdu, Punjabi, Hindi

**Hobbies**

Football, Movies, Travelling, Gaming, Playing sports, Researching Historical.

**Computer Skills**

**Operating System**: win XP, win 7,8,10,

**Microsoft Office:** word, excel, PowerPoint

Internet, Browsing, Researching & All kind of installation or uninstall software & hardware.

Installation & operating of CCTV camera

**Declaration**

I hereby declare that all information furnished above is true to the best of my knowledge and belief.