|  |  |
| --- | --- |
| **Hassan**  **il**  **Date of Birth:**  31 oct 1993  **Tel:**  C/o 971506425478  **Email:**  [Hassan.377017@2freemail.com](mailto:Hassan.377017@2freemail.com)  **PERSONAL INFORMATION:**  Nationality: Pakistani  Resident of: Jhelum Punjab, Pakistan  Gender: Male  Marital Status: Single  **OBJECTIVE:**  To use my skills and potential to assist an organization in achieving its goals which seeking long term Career with optimum growth. **ACADEMIC CREDENTIALS:** **Board Intermediate and Secondary Education**  **Lahore Pakistan**  **I.COM (2013)**  Major Subject : ( Accounting , Computer , Business Taxation Banking & Finance )  **F.G Boys High School Jhelum Pakistan**  **Matriculation ( Science ) (2009**  Major Subject :( Mathematics , Computer , Physics , Chemistry )  **Current Job**  Airport Loader & Passenger Services in Transguard company  **JOB EXPERENCE** (**Time duration)**  **AFC President’s Cup Pakistan 2014 2 Month event**  **Management as a volunteer.**    **Job Highlights :**   * Work with other managers to plan and direct the work of the organization. * Work in different department to gain perspective , including marketing sales , customer services , purchasing and personal department. * Evaluate work output. * Help set policies.     **Teaching in Academy.**  **2 Year**  **Paradise Academy Jhelum**  **Job Highlights:**   * Familiarity with all subjects of instruction required especially Math and Computer. * Ability to properly handle misconduct. * Cooperated with regular-education staff when necessary. * Consulted parents, professionals, and administration to create individualized programs     **Customer Relation Officer 1 year**  **Abacus Consulting**    **Job Highlights:**   * Answer inbound calls as well as assist customers who have specific inquiries. * Build customer’s interest in the services and products offered by the company. * Provide personalized customer service of the highest level. * Update the existing databases with changes and the status of customer/prospective customer * Ability to adapt to change, meet the changing demands of the work environment, any delays or other unexpected demands.   **LANGUAGES**   * English * Urdu * Punjabi   **SKILLS**   * Good Communication Skills. * Strong Teambuilding Skills. * Planning and Organizing Skills. * Time Management Skills. * Communication Languages ( English , Urdu , Punjabi ) * Computer Literacy (Microsoft Word , Microsoft Excel , Microsoft PowerPoint , And Basic Networking).  EXTRACURRICULAR ACTIVITIES AND INTERESTS: -  * Table tennis. * Playing football * Playing Cricket   **References**    Will be provided on request |  |