|  |  |
| --- | --- |
| **Hassan** **il****Date of Birth:**31 oct 1993**Tel:**C/o 971506425478**Email:**Hassan.377017@2freemail.com **PERSONAL INFORMATION:**Nationality: PakistaniResident of: Jhelum Punjab, PakistanGender: MaleMarital 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  |  |