Najaf

[*najaf-392557@2freemail.com*](mailto:najaf-392557@2freemail.com)

**PERSONAL SUMMARY**

*A multi skilled Professional with key qualification of* ***BSCS*** *and diverse experience in Software, Web Development, Php, XAMPP, C# & Visual Studio etc. Also having strong interpersonal skills, Excellent Management & Communications skills, Team Player.*

**CAREER OBJECTIVE**

To strive for Excellence in the field of software development – with dedication, focus, proactive approach, positive attitude and passion. And to utilize my knowledge and skills in the best possible way for the fulfillment of organizational goals.

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company.

**PROFESSIONAL EXPERIENCE**

**1: Hotel One By Pearl Continental, Pakistan** (01 Year)

Front Office Receptionist.

* Answer Phones calls.
* Route calls to specific people.
* Answer inquiries about company.
* Greet visitors warmly and make sure they are comfortable.
* Check in and check out of customers.
* Telling customer about room qualities and types of rooms in hotel.
* Keep front desk clean, tidy and supplied with all the necessary supplies.

**2: Zong Franchise**  (01 Year)

Customer Service Representative (CSR)

* Providing customer services to clients and the general public regarding company policies, special.
* Answering inquiries, questions, complaints, or requests from customers in person, on the phone, by email, or live chat;
* Assisting customers claiming to have problems with the goods or services the company sells;
* Giving refunds or store credits to customer when company policies allow it; asking, changing, or cancelling customer orders for goods or series:

# Service Provider in Field of IT

**Data Entry and Lead Generation:Email finder**

**IT – Consultant (Free Lancing)**

* Meet with clients to determine requirements
* Work with clients to define the scope of a project
* Plan timescales and the resources needed
* Clarify a client's system specifications, understand their work practices and the nature of their business
* Travel to customer sites
* Define software, hardware and network requirements
* Present solutions in written or oral reports
* Help clients with change-management activities
* Purchase systems where appropriate
* Prepare documentation and present progress reports to customers

**PROJECTS**

* Online blood bank system
* ISP Online library system.
* Land Record System

**ACADEMIC QUALIFICATIONS**

**BACHELOR OF SCIENCE (COMPUTER SCIENCE)**

Institute Southern Punjab, Multan |2014-2018 CGPA 2.1/4.00

**INTERMEDIATE OF (PRE ENGINEERING)**

Board of Intermediate &Secondary Education DG Khan | 2012-2014 2nd Division

**MATRICULATION (Science)**

Board of Intermediate & Secondary Education DG Khan | 2010-2012 1st Division

**FRONT OFFICE**

Punjab Board, of Technical Education, Lahore | 2016 Marks 92/100

LANGUAGE SKILLS

English, Urdu, Saraiki