Maaz

Professional specialist with three years of experience in Media as a News Anchor and three years experience in customer service ensuring smooth operations and worked with many NGOs as a sign language interpreter .

[Maaz-397383@gulfjobseeker.com](mailto:Maaz-397383@gulfjobseeker.com)

**WORK EXPERIENCE**

**Senior Consultant**

*03/2019 – Present* *Dubai UAE*

*Tours & Travels*

*Achievements/Tasks*

Provide high level of customer service and client relations based on outstanding communication and interpersonal skills.



Conduct weekly and monthly financial reconciliations to ensure oﬃce staff has made correct payments.



Prepare all tickets exchanges and Refunds,and account reports to management.



**News Anchor**

Pakistan Television News (PTV)

*02/2017 – 02/2019 Islamabad,Pakistan Achievements/Tasks*

Deliver the News bulletins everyday all over nationwide LIVE.



Interpret the news into sign language LIVE on screen for the disable people.



Covered and Interpret the whole news of General elections of Pakistan



**CUSTOMER SERVICE REPRESENTATIVE** TELEBRIDGE COMMUNICATION

*05/2013 – 12/2016 ISLAMABAD, PAKISTAN outbound call centre*

HOME IMPROVEMENT PROJECT: Contact the homeowner of the house and do remodeling all over USA .



INJURY CLAIMS PROJECT: Call people in UK and ask if the get into any accident and then we help them to get 100% compensation of there injuries



CCTV PROJECT : Call people and see if they need any CCTV (closed-circuit television) for surveillance or any security purposes.



**CERTIFICATES**

Certificate of Appreciation (09/2017 – 11/2017)

*Workshop for persons with disabilities to develop technological skills for personal and professional development in THE US Embassy Pakistan*

SIGN LANGUAGE INTERPRETER (04/2017 – 04/2017)

**SKILLS**



Proficient in Sign Language Quality



Verbal and written Communication



Eﬃcient in Oﬃce Administration Time Management



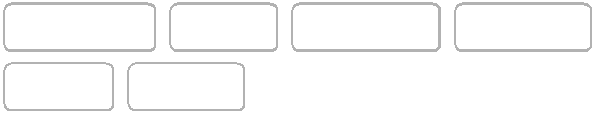
Team Work Attention to details Leadership



Complete Computer Operation Hardworking

**LANGUAGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English |  |  | Sign Language | |
| *Native or Bilingual Proficiency* | | | *Native or Bilingual Proficiency* | |
| Urdu/Hindi |  |  |  |  |
| *Native or Bilingual Proficiency* | | |  |  |
| **INTERESTS** | |  |  |  |
| Swimming | Hiking | | Adventure | Traveling |
| Sports | Movies | |  |  |



**EDUCATION**

**I-COM II**

PUNJAB GROUP OF COLLEGE