**ZAHOOR**

**Nationality:** Pakistani

**DOB:** May 08, 1990 **Marital Status:** single

**Email:** [**zahoor-399642@2freemail.com**](mailto:zahoor-399642@2freemail.com) **Cell Number:** 0504753686

**Visa status:**Resident,unlimited valid until 31-12-20

* **CAREER EXPERTISE**

**Professional experience in customer service and Sales Executive and good experience in Data Entry, CRM and file management System.**

* **OBJECTIVE**

**I want to succeed in a enviroment of growth and excellence to meet personal and organizational goals.**

* **QUALIFICATION SUMMARY**

**● Bahauddin Zakariya University, Pakistan**

►Bachelor of Arts 2009-2011

**● Board of Intermediate and Secondary Education Dera Ghazi Khan, Pakistan**

►Faculty of Arts 2005-2007

* **CERFITICATES AND TRAINING**

►Certificate of **Computer Operator**/**Office Assistant** (8months)

03-01-2008 to 02-09-2008

**Expertise in:**

●Urdu/English Typing ●CRM ●MS Office/Inpage

●Internet and E-Mail ●File handling ●Office Assistance

●Adobe Photoshop ●Corel Draw ●Hardware troubleshooting

* **PROFESSIONAL EXPERIENCES AND SKILLS**

**►► PAKISTAN ◄◄**

* 1 year experience as **Data entry operator** at a shop in Pakistan named **Al-Noor Mobiles and Typing center** from 01-10-2008 to 05-12-2009.
* 7 year experience of **Dealer and Retailer** in mobile & computer accessories on my own shop with the name of **Friend’s Computers & Typing Centre** doing multiple tasks there like typing, making photos for customers and videos editing from 01-01-2010 to 05-01-2017.

**►► UAE ◄◄**

* 2Years experience of working as a **Call Center Agent** from 1st February 2017 to 20th September 2018 in U.A.E with **Any Order Delivery Services L.L.C**
* 2 Years experience of working as a **Sales Executive** from 1st October 2018 to until now working in Dubai with a **General Trading Company.**
* **COMMUNICATION AND SKILLS**
* Effective and fluent communication in English, Urdu, Punjabi ,Saraiki languages
* Urdu & English Typing (35 WPM)
* Good command on Microsoft Office & Inpage & Corel Draw
* Adobe Photoshop, printing scanning editing documents, Emails.
* Windows Installation and troubleshooting about Computer Hardware and software.
* **REFERENCES**

●Would be provided on demand

* **HOBBIES AND ACTIVITIES**

● Playing online Games ● Listening Music ● Reading & Watching T.V