Wasif

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**STAYING IN DUBAI on visit visa**

# Languages:

English

Urdu

Punjabi

# Computer Skills:

* Microsoft Office 2007 and 2010
* Typing speed 40 wpm (Standard English Keyboard)
* Web Designing (Basic) with HTML and CSS.
* Web surfing, managing emails, and Data collection from websites
* Compiled and edited comprehensive monthly activity reports and Distribution Sheets

# Personal skills:

* Strong administrative and organizational skills
* Experienced in problem-solving
* Worked effectively both as team member and independently
* Excellent communication and IT skills
* Enthusiastic and committed

# Objective:

I am seeking for a varied role that will allow me to consolidate both my educational and professional background, expand my knowledge and provide opportunities for personal and professional growth.

# Education:

**MCS** Freeze VU Lahore

**B.A** 2015 PU Lahore

**FSc. (Pre Eng)** 2010 Govt. Islamia College Lahore

# Experience:

**6 years** working experience in USA based call centers as a TSR and CSR from **2011 till the date.**

**Supervisor Dental Billing Team PRG Lahore**

**April 2016 – Continue**

**Supervisor sales Dept.** **Divine Solutions**

**Jan2016 - April2016**

**Supervisor Quality Dept.** **Mindbridge Pvt. Ltd. Lahore**

**Jan 2014 - Oct 2015**

**Tele-Sales Executive** **Mindbridge Pvt. Ltd. Lahore**

**Aug 2013 - Jan 2014**

**Tele-Sales Executive** **Greenbiz Communication &**

**GBC**

**July 2011 – July 2013**

# Other Experiences:

**Sales Person Gourmet Bakery and sweets.**

**Jan 2011 – June 2011**

**Science teacher Iqra Public high School.**

**May 2010 – August 2010**

# Additional Certificates :

# Certificate of MS Excel

# Certificate of MS Office

# Certificate of Basic IT and Internet

# Certificate of typing test

# Administrative Skills:

1. Organized and prioritized personal schedule
2. Implemented a new reporting procedure
3. Arranged meetings with senior management
4. Re-organized and improved department filing system
5. Successfully worked to strict deadlines
6. Compiled and edited comprehensive monthly activity reports

# Supervision and Training Skills:

I have trained and managed a team of 20 and achieved the goals set as supervisor.

As being a part of a team to design new office procedures, I have brought innovation in process of my company's working with my MS office skills and ideas..

Compiled and edited comprehensive monthly activity reports.

# Hobbies and Sports:

My hobbies are painting, reading books and writing. I have been a good player of Cricket and Badminton too.

# References:

Reference will be furnished on demand.