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| **HAROON**  E-mail: [haroon.377425@2freemail.com](mailto:haroon.377425@2freemail.com)  **Visit visa status** |  |

**Objective**

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in project management, operations and finance in a challenging role that allows for advancement, growth and development whilst contributing to success and profitability of the organization

**Experience**

**October 2016 to February 2018: ABACUS CONSULTING Customer Relation Officer**

Main Responsibilities:

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Maintains customer records by updating account information.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Achievements:

* Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
* Completed voluntary customer service training to learn ways to enhance customer satisfaction and improve productivity.

Additional skills

* Successfully managing various on-going situations improved my *problem solving* skill.
* Being part of the teams of conference assistants helped me mature as a *team-player*.
* Working to tight deadlines enhanced my ability to *work under pressure*.

**6 week internship BANK ALFALAH Internee**

Main Responsibilities:

* To support financial reporting activities along with project involvement and company administration duties.

Achievements:

* With the help of internship my Practical experiences were increase in that industry i wish to work in.
* Experience of teamwork and development of interpersonal skills I have get in internship and it will help me in future**.**

**Academics**

**2015** B.COM (Bachelor Punjab University Lahore Punjab Pakistan

In commerce)

**2013** I.COM Board of intermediate and secondary education

Lahore Punjab Pakistan

**2011** Metric (science) Board of intermediate and secondary education

Lahore Punjab Pakistan

**Honours / Achievement**

* Nominated for best student award at Punjab University.

**Computer Skills**

* Competent in MS Office applications
* Familiar with important windows operations
* Fast, efficient use of World Wide Web, Email and various online services

**Personal Details**

* D.O.B: 18-04-1991
* Nationality: Pakistani
* Marital Status: Unmarried
* Urdu and Punjabi (Native), and English (Moderate)