****

**A**zeem

**O**bjective:

**T**o secure position in a well reputed organization and provide **p**rofessional services using my strong **c**ommunication and **o**rganizational skills.

**P**ersonal **I**nformation



C/o 971502360357



Azeem.378524@2freemail.com

**D**ate of **B**irth:

**N**ovember 27, 1991

**P**rofessional **E**xperience:

**2**015 **– 2**018

**O**rganization: **M**ind **B**ridge

http://www.mindbridgebpo.com/

**D**esignation: Team**L**eader

**D**uties:

* **O**rganizing and **M**anaging Team
* **C**oaching and **T**raining of CSRs
* **M**otivating Team to achieve quality standards
* **P**roviding support and solutions to customers via phone and email
* **H**andling large volume of incoming calls/emails.

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**S**kills &**E**xpertise:

* Good **IT** and **A**dministrative**S**kills.
* Commercial **A**wareness and a **P**rofessional**A**pproach.
* A high degree of **S**elf-**M**otivation and a drive for **C**hange and **I**mprovement.
* An **E**nthusiastic**P**ersonality and **R**esilience to deal with uncertainty.
* The **A**bility to build and maintain **E**ffective**R**elationships
* **C**ommunicate well with a **V**ariety of people.
* **G**ood **P**lanning, **O**rganizing and**T**ime **M**anagement**S**kills.
* The ability to **W**ork well in a **T**eam, in a **D**ynamic **E**nvironment.

**I**nternship:

**2**013 - **4** weeks **I**nternship at **I**brahim **F**ibers **L**ahore, **P**akistan

- **O**bserved the operations of **U**tilities

(**C**hiller, **B**oiler, **C**ooling **T**ower, **W**ater **T**reatment)

- Studied the **p**roduction **p**rocess of **PET** (**T**extile **G**rade)

- **B**riefed about **S**pinning **U**nit and **A**uxiliary **U**nits

**E**ducation:



**A**dditional **S**kills:

* **E**xpert **L**evelin **MS W**ord**, E**xcel**, P**owerPoint **(A**ll **V**ersions**)**
* **E**xcellent **C**ommunication **S**kills**&A**bilityto**P**resent**C**omplex**I**nformationin easy to understand**F**ormat

**P**roficiencies:

* **R**eport **W**riting
* **R**elationship **M**anagement
* **P**ublic **R**elation **D**evelopment
* **B**usiness **D**evelopment

**L**anguages:

* **E**nglish: **E**xpert level **S**peaking, **L**istening and **W**riting.
* **U**rdu: **N**ative level **S**peaking, **L**istening and **W**riting.
* **P**unjabi: **N**ative level **S**peaking, **L**istening and **W**riting.