**BABER**

**Resume**

E-mail: baber.382642@2freemail.com

***OBJECTIVE***

Seeking a challenging growth oriented position in a reputable and progressive academy that offers a challenging and dynamic environment that grooms my abilities, to contribute towards the development of the institution and society, and to become a successful result oriented person to asset of an organization.

***QUALIFICATIONS***

**BACHELOR**

Certificate : BBA (Hons)

Institute : Preston Kohat

Year : 2013

**MASTER**

Certificate : MBA (HRM)

Institute : Capital University of Science & Technology Islamabad

Year : 2016

***PROFESSIONAL ACTIVATTIES***

* **National Bank Kohat, Pakistan**

I have working experience in national bank kohat as a internship. Deal with customer, Account openning, bills section, advance salary & loan(credit section),Government section(pension).

* **Ultimate Skin White**

I have worked 3 years with ultimate skin white as a Admin cum recruiter cum sale officer. Responsible for administration, recruitment, sale, product delivery , stock and also build a good relationship with customer and also responsible for accounts.

* **IBEX GLOBAL(BPO)**

I have worked with ibex global (BPO) as CSE. Responsible for managing a team of agents, reviewing performance, meeting with manager on regular basis for providing feedback and receiving instruction. Answering front line calls from customers, Handling customer Complaints, and also responding to customer queries.

***SKILLS***

* Human resource management
* Problem solver
* Training & development
* Employee relations
* Information resource
* Can work under pressure.

***COMPUTER SKILLS***

* **Hard Ware**

PC assembling, upgrading, fault Rectification and Troubleshoot .

* **Software**

MS Office complete

***LANGUAGES***

* English
* Urdu
* Pashto

***PERSONAL DATA***

* Date of Birth : 30-03-1990
* Gender : Male
* Nationality : Pakistani
* Religion : Islam
* Status : Single
* Visa Status : Visit Visa

***Reference***

* Will be Provided when Required.