



Muhammad Baber

Date of birth: 16/08/1989

Nationality: Pakistani

Gender: Male

CONTACT

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ABOUT ME

I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

WORK EXPERIENCE

● **14/01/2014 – 31/12/2022** karachi, Pakistan

● **Home furnishings shop** sale person

curtain & fabric interior my responsibility

- customer relation
- goods communicate
- as sale person
- team work
- time management
- supply work processes complete

● **29/01/2013 – 30/12/2013** karachi, Pakistan

● **Car engineering technician** mechanical department

my workshop responsibility

- brake service
- oil change
- car inspection
- Tyre pressure check
- wheel balancing
- car service

● **15/12/2012 – 30/12/2012** karachi, Pakistan

● **internship automobile** amantech

technician training only fifteen day

- usage tools
- two port lift
- power tools
- job card read
- car inspection
- how can work in workshop

EDUCATION AND TRAINING

● **2011 – 2012** karachi, Pakistan

● **Technician Certificate Moter Vehicale** amantech institute
city & guilds

● **2007 – 2010** karachi, Pakistan

● **Auto & Diesel Technology (DAE THREE YEAR)** Sind Board
st.patrick's technical institute

● **2006 – 2007** karachi, Pakistan

● **Matric Computer Science** maria model secondary school

LANGUAGE SKILLS

MOTHER TONGUE(S): urdu

OTHER LANGUAGE(S): English

DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Social Media | Facebook | Microsoft Powerpoint | Microsoft Word | Google Drive | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Installing and operation of Microsoft XP, Windows 7,8 & 10 MS-Office | linkine | Internet, Email | Software Installaion

ADDITIONAL INFORMATION

Communication and interpersonal skills

● good communication skill

- Able to work individually as part of co-located team
- Strong problem solving and analytical skill
- Hard working and self motivated
- Quick learner

Hobbies and interests

● reading watching & listing

- cricket
- newspaper
- music
- movie

Reference

● can be furnished upon request
