

M. WASEEM ANJUM

Customer Services, Administration



Email Address: anjumwaseem0@gmail.com

Location: Pakistan .Faisalabad

Language: English, Urdu, Punjabi

OBJECTIVE

I wish to explore new avenues and become an integral part of an esteemed professional organization where I could achieve satisfaction in accomplishing my professional objectives.

COMPETENCE

Comprehensive experience of working in sales Department & Service Department in different organizations. Being a young, promising and focused on career growth, you'll find me a dedicated man. Apart from being young, energetic and customer friendly, you'll also find me a mature and balanced individual with a good track record.

EXPERIENCE

computer operator

Computer operator in Mr. chamist

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

ACADEMIC QUALIFICATIONS

<u>Examination</u>	<u>Year</u>	<u>Board/Universi</u>
• Matric	2009	Faisalabad Board

SOFTWARE SKILLS

- Microsoft access
- Microsoft Excel
- Microsoft word
- Microsoft Office
- Windows XP, Windows 7, Windows 2000, 97`1

KEY SKILLS

- Customer management
- Complaint handling
- Conflict handling
- Communication skills
- Positive thinking, self motivated and flexible

REFERENCE:

Will be furnished on demand.