**AYYAZ UDDIN**

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**OBJECTIVE:**

I would like to work in the cordial atmosphere and accept the challenges if any, and offer my services by hardworking without apple-polishing.

**HIGHLIGHTS OF QUALIFICATIONS:**

* Diploma in Information System Management (DISM) from APTECH Computer Education.
* Good knowledge in Computer, IT, Hardware.
* Typing Speed on Computer 35 – 40 W.P.M.
* Installation of Operating Systems and Software’s.
* Computer Skills-Microsoft Word.
* Solid experience working in busy environment.
* Highly motivated self-starter who takes initiative, with minimal supervision.
* Strong leadership skills, with the ability to work independently, as well as in team settings.
* Strong organizational skills and problem solving capabilities.

**WORK EXPERIENCE:**

**Greek Tec (Private) Limited (JAN-2014 – Present)**

* **Office Assistant.**
* Handling incoming calls and other communications.
* Managing filing system.
* Greeting clients and visitors as needed.
* Updating paperwork, maintaining documents and word processing.
* Installing and configuring computer hardware, software, systems, and printers.
* Troubleshoot system problems, diagnosing and solving hardware or software faults.

**Pakistan International Airline Contact Center (PIACC) (SEP-2013 -- DEC-2013)**

* **Customer Service Representative (CSR) / Travel Consultant.**
* Perform Customer Service Representative (CSR) Functions at PIA Contact Center.
* Provided customers with relevant information regarding company and services**.**

**EDUCATION:**

* Bachelor in Criminology (B.A Hons) from University of Karachi (UOK). **(Present)**
* Intermediate in Commerce (I.COM) from Government City College. **(2013)**
* Matriculation in Computer Science from Modern Public Secondary School. **(2011)**

**INTEREST:**  Internet - surfing, Music, Writing, Travelling.