

RESUME

Muhammad Zain ul Abideen

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Objective:

Seeking a casual job in hospitality or retail in which my customer service skills will be further developed and my eagerness to learn fully utilized.

Key Attributes and Skills:

- ☐ Team-player with good coordinating skills
- ☐ Have good experience in customer service and administrative tasks
- ☐ Possess strong analytical and problem solving skills, with the ability to make well thought out decisions
- ☐ Excellent written and verbal communication skills
- ☐ Honest, reliable and punctual
- ☐ Effective at multi-tasking and able to take directions
- ☐ Flexible, adaptable and keen to take initiatives
- ☐ Advanced user of Word, Excel, and PowerPoint

Employment History

2013-14 Customer Service Representative

Ovex Tech. Pakistan

Responsibilities included: Customer Services, answering the calls maintain complaints etc.

2013 Front Desk Officers (part time job.)

Sunfort hotel (4Star) Lahore Pakistan

Responsibilities included: Coordination with Assistant Front Office Manager, Concierge, Reservation Supervisor, Reception Supervisor, Assistant Manager, Telephone Supervisor, Business Center, Supervisor, Kiosk Supervisor.

2010-2013 Marketing Executive

Multinational Pharmaceuticals Company

Responsibilities included: Marketing executives aim to maximize profits through the development of sales Strategies that match customer requirements.

Educational Qualifications

2010. B.com

2006. D.Com diploma in commerce

2003. Matriculation with science subjects

Professional Training and Development

Diploma in Tourism and Hospitality Management. Institute of Tourism and hospitality management

Diploma in Office Management. College of Advance scientific Techniques

Hobbies: Internet browsing for searching the new techniques of Marketing.

Referees: Supplied upon request