***MOHAMMAD TALHA KHAN.***

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**OBJECTIVE**

To gain knowledge and experience, enhance the level of abilities possessed and the level of expertise offered, and in doing so, grow as a valuable part of a successful organization through superior work ethics, creativity, efficient productivity and professionalism.

**PROFILE**

* Experienced out bound customer service rep. in a reputable organization.
* Areas of expertise range from time management ability to soft skills.
* Demonstrated record of success and high quality.
* Passionate and creative problem solver who is self starter and team player.
* Proficient in MS-Office.
* Ability to speak fluent Urdu and English.
* Enjoy rapport building and customer interaction.

**EDUCATION**

BS-CS PAF-KIET

Intermediate with distinctive result (A grade) Pre- Engr.

Matriculation with distinctive result (A grade) Computer Science

**PROFESSIONAL EXPERIENCE**

**Systems Limited**

Customer Service Representative

22nd Feb 2020 – 2nd Dec 2020

**Slash Global International**

Customer Service Representative

10th Mar 2019 – 27th Sep 2019

**TELETEC International Call Center**

Customer Service Representative

21st Dec 2017 till 10th Feb 2018

**PROGRAMMING PROJECTS**

* Hangman Game
* Library Management System
* Movie Shop Management System
* Spell Checker
* Twitter Sentiment Analysis

**ELECTRONIC PROJECTS**

* Dark Activated LED
* FM Radio
* RC Car

**SKILLS**

* Excellent Customer service skills.
* Proficient in OOP, C#.
* Excellent interpersonal and communication skills.
* Proactive attitude with fair and quick learning.
* Ability to conduct research and prepare reports.
* Adaptive and dedicated.
* Professionalism and confident.
* Able to work in a highly dynamic environment and able to do multi-tasking.

**EXTRA CURRICULAR ACTIVITIES**

* Inter campus survey on purchasing power.
* Volunteer in book fair and exhibitions.
* Counselor at annual function.
* Attended charity raising seminars, EHSAS & UMEED KI KIRAN.

**REFRENCE**

Will be furnished upon request.