

**Tariq Majeed**  
**United Arab Emirates**  
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**[Tariq6003009@gmail.com](mailto:Tariq6003009@gmail.com)**

Dear Sir, Mam

I am looking for a job in Admin or Finance Department. I have Nine Years experience in Pakistan. I have been working as a Data Entry Operator, Customer Relational Officer, Computer Operator, Cashier & Smartphone Sales Executive. I have vast experience in Computing & Sales. As you can see my past work experience

Please find my Resume attached. Please review it and give me a chance of interview in your company.

Sincerely,

Tariq Majeed

# CURRICULUM VITAE

## TARIQ MAJEED

**CONTACT:** +971544395436  
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### CV HEADLINE

I have been working as a Data Entry Operator, Customer Relational Officer, Computer Operator, and Cashier & Smartphone Sales Executive. I have vast experience in Computing & Sales for about 9 years. As you can see my past work experience. I want to join in such company where I could utilize my abilities & ideas for the betterment of the firm as well as my personal progress. My further details are as under for your review and consideration. I will be available for full time employment immediately. I look forward to speaking with you soon.

### PERSONAL DETAILS

- **Age:** 30 Years as (05-05-1987)
- **Career Level:** Senior
- **Nationality:** Pakistani
- **Passport Validity:** Date of issue: 28 July 2015 - Date of Expiry: 26 July 2020
- **Visa Status:** Visit Visa (90 Days) Expiry: 20 May 2017

### Personal Profile

A competent, talented, educated of the professional marketing work environment, quick to learn & used to working under pressure & meeting deadlines. A flexible practical person trained in analytical methods, seeking career within a management any professional field.

### Objective

A team player that thrives to succeed in a challenging environment. Professional and an organized person who has a passion for learning developing personal experienced skills and wants to become a part of disciplined working environment and prove myself through honesty, discipline, punctuality and grooming personality.

### WORK HISTORY

#### **ZONG Telecom Franchise, Burewala**

*(October 2008 to August 2010)*

#### **Data Entry Operator + Customer Relational Officer**

- Records data by operating data entry equipment; coding information; resolving processing problems.
- Developing and sustaining friendly relationships with customers.
- Protects organization's value by keeping information confidential.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Greet customers entering, Resolve customer complaints. Answer customer's questions and provide information on procedures or policies.
- Responsible for achieving high customer satisfaction high quality service delivery.
- Ensure that walk-in customers are served in courteous and efficient manner.

#### **ZONG Telecom Franchise, Burewala**

*(August 2008 to August 2011)*

#### **Computer Operator + Cashier**

- Responsible to enter data into computer. Add/delete/modify records.
- Generate and print interest and service charges reports.
- Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**The Educators School, Burewala**

*(September 2011 to March 2012)*

**Composer, Computer Teacher**

- Responsible for typing all material provided to me for school assessments.
- Drawing Monday brunch for pre classes.
- Attend the Computer classes when class teacher absent.

**Ghousia Mobiles, Burewala**

*(February 2012 to February 2017)*

**Manager, Accounts, Salesman**

- Responsible for selling Smartphone's & Accessories to customers.
- Handle tasks of preparing and maintaining sales record on a daily basis.
- Solve the Smartphone problems like Software's.

**EDUCATION**

- **Graduation(B.A)** (2013)  
Bahauddin Zakariya University, Multan (Pakistan)
- **Intermediate(D.COM)** (2007)  
Punjab Board of Technical Education, Lahore (Pakistan)
- **Matriculation** (2005)  
Board of Intermediate & Secondary Education, Multan (Pakistan)

**COURSES/DIPLOMAS**

- **Diploma of C.I.T (Computer) 3Months** (2011)  
Punjab Institute of Technology, Vehari (Pakistan)
- **Diploma of Spoken English 3Months** (2011)  
Punjab Institute of Technology, Vehari (Pakistan)

**LANGUAGES**

- English , Urdu, Punjabi, Hindi

**INTERESTS & HOBBIES**

Leisure activities including web searching, making marketing relationships, swimming which keeps me fit & self-disciplined. I also take a keen interest of what's happening around the world. I enjoy socializing, meeting people & learning about different backgrounds & cultures.

**REFEREES**

- Reference can be established upon demand.