G10/2 Islamabad

**Waleed Khan Jadoon**

[**wkj.785@gmail.com**](mailto:wkj.785@gmail.com) **Cell# 0092-3341390647**

**0092-3359661557**

**Career Objectives**

I write to introduce myself as a dynamic prospective candidate; seeking a quality focus challenging executive placement, where I can continue to make a difference. To obtain a position in a well reputed, dynamic organization where I can enhance my technical skills and personal attributes. I believe that my technical skills and education will make me a competitive candidate. I am seeking to align myself with an organization having strong goals and ambitions .I am also align me through learning and excelling at new technologies as needed. I am seeking a professional opportunity where my interpersonal skills can benefit for organization and gives me more learning environment.

# Personal Profile

**Father Name:** Pervez

**Domicile:** Rawalpindi (Punjab)

**CNIC Number:** 37406-6416738-5

**DOB:** 31 March 1993

# Summary of Skills

* Excellent Customer Services Skills
* Excellent Sales and Marketing Skills.
* Excellent skills of Customer Relationship Management.
* Excellent Customer Support Skills
* Excellent Negotiation Skills
* Excellent Requirement Engineering Skills
* Excellent Customer Care Skills.
* Effectively use Office Automation Tools like MS Word, Excel, and Power Point.
* Excellent communication skills

# Technical Skills

|  |  |
| --- | --- |
| Operating System | Windows XP, Windows Server 2003/2008, Windows 7,8,8.1,10 |
| Office Automation Tools | MS Office (MS Word, Excel, PowerPoint, MS Access) |

**Experience**

* Currently working with Gerry’s International (UK-Visa Application Centre) as Customer Service Executive. (From 5 November 2018).
  + Main Responsibilities are to provide assistance to the customers at VAC (Visa Application Center) regarding their visa application submission and processing.
  + Documents checking, scanning and submission.
  + Passport checking, scanning and submission.
  + Sales and Marketing of Value Added Services to customers.
* Worked as a Customer Facilitator at Maroof International Hospital F-10 Islamabad. (Jan 2016 to Dec 2016)
  + Main Responsibilities were record keeping of daily appointments for consultants, making schedule, ensuring consultants availability on time, informing patients on call in case of cancellation of an appointment.

# EDUCATION:

* Bachelor of Software Engineering from National University of Modern Languages Islamabad CGPA (2.80/4.00) Percentage (70%)
* F.Sc with major subjects (Chemistry, Mathematics, Physics) from FBISE. Marks (677/1100) Percentage (61.54%)
* Matric with major subjects (Computer Science, Chemistry, Physics, Mathematics) from FBISE. Marks (785/1050) Percentage (74.76%)

# Project

* Android Project for Online Doctors Appointment, Consultation, Emergency Services.

# INTERESTS:

* Cricket (Was team captain at School, College and University Level).
* Football
* Newspaper Reading
* Online Projects

# AVAILIBILITY:

I am looking for any challenging job related to my qualification and skills, if found I will be immediately available.

**REFERENCES**: References will be given on demand.