

MUNESH KUMAR

Mithi, Tharparkar, Pakistan

Email: muneshmalni@gmail.com

Phone: +92 333 2577721

OBJECTIVE

Hardworking and reliable professional seeking opportunities in IT/Web Support or Warehouse roles or General Labour position in Canada. Offering 3 years of experience in IT support, customer service, and strong experience in customer service, documentation, teamwork, and field operations accounting assistance.

EXPERIENCE

IT & Web Support | 2.5 Years

- Assisted with website updates and computer operations.
- Provided troubleshooting and general technical support.
- Handled data entry and system maintenance tasks.

Customer Service / Accounting Assistant | 3 Years

- Managed customer inquiries and provided support.
- Handled documentation, basic accounting records, and office tasks.
- Worked collaboratively with teams to maintain workflow efficiency.

Customer Service Officer

Akhuwat Microfinance Foundation, Hyderabad

- Performed fieldwork, recovery tasks, and loan documentation.
- Maintained accurate records and supported operational activities.
- Developed strong communication and teamwork skills.

EDUCATION

Master of Arts (M.A)

Major Subject, English

Allama Iqbal Open University (2019–2021)

karachi

Bachelor of Commerce (**B.Com**)

Major Subject, Economics

University of Sindh Jamshoro (2015–2017)

Hyderabad

Faculty of Science (**F.Sc**)

Subject, Pre-Medical

Saddiq Faqeer Boys Degree College (2015 Years)

Mithi Tharparkar

CERTIFICATE

CIT – Office Automation

Marvi Technical & Vocational Training Institute (Aug 2016 – Dec 2016)

- Government of Sindh program

- Completed Office Automation training

SKILLS

IT Support

Customer Service

Communication Skills

Microsoft Excel

Computer Operations

Teamwork

Basic Computer Skills