

To work in a professionally competitive and challenging environment where growth prospects exist and to bring to your organization enthusiasm, dedication, responsibility and good work ethics, combined with a desire to utilize my skills obtained through experience.

05/12/1996

# COTIAID IQL

#### Phone:

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## **Skill Highlights**

- Good Learner
- Goal Oriented
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Project Management
- Service-focused

### Languages

English – Proficient Urdu – Native

### **Interests**

Workouts
Swimming
Create Innovative Designs
Badminton

## **Experience**

03/2017 to 02/2018

#### Tele Sales Officer at UBL - Lahore

I was Responsible for making customer relations at best & provide them the facility of credit cards for regular customers & account holders of the bank and the people those visit the UBL, by call or by visiting to their workplace as well.

08/2015 to 02/2017

#### Cashier at Metro Cash and Carry - Ravi Road, Lahore

- During this job I was Responsible for ensuring complete Cash from customers against the purchased stuffs and dispatch for them.
- Worked with managers to direct the loaders to manage & store large compartments of goods and display to the customers.

### **Education**

2018-2020

 Bachelor of Arts: Allama Iqbal Open University, Islamabad

2013-2015

• I.COM: Govt. Islamia College Civil lines, Lahore

2011-2013

Matric: Govt. High School Mozang, Lahore

### **Computer Certifications**

**MS Office Hands on:** Word, Excel (Writing Formulas) and Power Point Presentations.

**Graphics Designing Course:** Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe InDesign, Adobe After-Effects.