

# Muneeb Ahmed

CUSTOMER SUPPORT EXECUTIVE

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## SKILLS

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**Skills**     Fluent English Communication, American/US Accent, 52Wpm Typing Speed, Computer in-depth Knowledge & Expertise  
**Tools**     Basic MS Office: Word, Excel & Powerpoint, Gmail, Photoshop and more

## EDUCATION

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### Govt. College For Men

INTERMEDIATE, COMMERCE

*Khi, Pakistan*

*Mar. 2022*

### Brilliant Career Grammar School

MATRICULATE, SCIENCE

*Khi, Pakistan*

*Nov. 2020*

## EXPERIENCE

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### Web Developer & Project Manager - Parrallyx Production

- Responsible for dealing with **U.S. Based Clients**.
- Responsible for Cold Calling.
- Negotiation with clients.

### Data Entry Operator - Rose Enterprises(PVT) LTD

- Increased our audit score from 78% to 97% by my second month of management.
- Responsible for data entry of student details & examination result.
- Assisted General Manager with hiring, training, evaluating, discipline and terminations.

### International Freelancer - Upwork

- dealt with American Client & did Project Management.
- Negotiation with pricing