

Muneeb

Zeb



Contact

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Languages

English

Urdu

Summary

Self-motivated university graduate with a Bachelor of Political Science.

Having Experience in Real Estate works.

Office Management Experience.

Having Experience in Data Entry.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused
- Punctual
- MS Excel
- MS Word

Experience

- Working Experience As a Receptionist in **Rehmat Memorial Dental Hospital**, Abbottabad, KPK, Pakistan.
- 2 months Working experience as **DEO (Data Entry Operator)** in Rmrsc (PVT) LTD, Rawalpindi.
- 2 Months working experience as **Assistant (Transfer and Record Section)** in Rmrsc (PVT) LTD, Rawalpindi.

Education

- **Bachelor of Science:** Political Science- 2015 Hazara University, Mansehra, KPK, Pakistan.