



CONTACT ME

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House 1140, street 41,
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Pakistan

EDUCATION

Associate Degree Commerce

Allama Iqbal Open University

2020 - 2023

Intermediate in Commerce (I.com)

Federal Board Of Intermediate and
Secondry Education

2017 - 2019

Matriculation

Federal Board Of Intermediate and
Secondry Education

2015 - 2017

SKILLS

- Interpersonal Skills
- Accruate and fast Typing
- Effective Communication
- Microsoft Office (Word, Excel, Powerpoint)
- Multitasking
- Basic Editing

Syed Haider Abbas Rizvi

"Motivated and results-driven professional with a diverse background in roles such as Young Associate, Data Entry Operator, and Courier Delivery Driver. Proven track record of contributing to organizational efficiency, maintaining data accuracy, ensuring timely deliveries, and delivering exceptional customer service. Strong problem-solving skills, adaptability, and a commitment to continuous learning. Seeking opportunities to leverage my skills and experiences to drive success in a dynamic work environment."

WORK EXPERIENCE

Young Associate / Intern

May 2023 - Sept 2023

National Assembly Of Pakistan

"As a young associate, I am responsible for supporting the efficient operation of the organization by performing a range of tasks and responsibilities. My duties include conducting research and analysis, assisting senior staff members on various projects, managing administrative tasks, and drafting documents. I also actively engage in client interactions, maintain records, and contribute to problem-solving efforts. Additionally, I continuously seek opportunities for learning and skill development to enhance my contributions to the team and organization."

Data Entry Operator

Jun 2021 - Aug 2023

Pakistan Testing Services (PTS)

"As a Data Entry Operator, I am proficient in accurately and efficiently entering and verifying data into computer systems and databases. My responsibilities include ensuring data accuracy, performing data cleaning and validation, and adhering to confidentiality and security protocols. I excel in maintaining organized records and providing timely and error-free data support to facilitate informed decision-making within the organization."

Delivery Rider

Mar 2020 - Jun 2021

Leopards Courier's

"As a Courier Delivery Driver, my responsibilities included timely and secure package transportation, efficient route planning, customer interactions, and adherence to safety and company policies."

CSR

Mar 2019 - Mar 2020

Alpha Marketing

"As a CSR at AlphaMarketing Company, I specialized in Medicare insurance campaigns, where my primary role was to connect with prospective customers, present insurance premium options, and generate leads. My responsibilities included effectively communicating the benefits of our insurance plans, addressing customer inquiries, and guiding interested clients in switching to our insurance offerings. Through my work, I not only contributed to sales targets but also played a key role in helping customers make informed decisions about their insurance coverage."

LANGUAGES

- English
- Urdu
- Punjabi