



UROOSA SHAMIM

Experience

October 2021-April 2022

Customer Service Representative • Mustehkam Pvt. Ltd

February 2021 - July 2021

Freelance Artist • ARTS COUNCIL OF PAKISTAN

March 2020-January 2021

Receptionist • ARTS COUNCIL OF PAKISTAN

March 2018-February 2020

Artist • ARTS COUNCIL OF PAKISTAN

October 2015-November 2017

Primary Classes Teacher • THE PROGRAMMARS SCHOOL

In my recent experience my key responsibility was to manage and deal with customers and solve their queries and made them satisfied. Maintain in coming outgoing and purpose of their visits.

Education

BOARD OF INTERMEDIATE EDUCATION, Karachi

- Higher Secondary Classes (HSC), Major In Commerce, 2017.

BOARD OF SECONDARY EDUCATION, Karachi

- Secondary School Certificate (SSC), Major In Computer Science, 2015.

Skills

Computer Fundamentals and Basic Operations

Operating Systems (Windows)

Microsoft Office utilities (MS Word, MS Excel, MS Outlook)

Internet.

Leadership

Communication

Management

Telephonic Conversation.

Customer Handling and Dealing.



Father's Name: Shamim Akhtar

Date of Birth: January 11, 1999

CNIC No: 42101-3679591-6

Mobile No: +92-311-2543006

EMAIL: UROOSASHAMIM9@GMAIL.COM

Marital status: Single

Nationality: Pakistani

Religion: Islam

Language: English & Urdu