



Syed Zaighum Abbas Shah

CAREER OBJECTIVE

Perceptive individual with extensive experience, developed from community services and employment, and with a goal to become a contributing member of an organization that will allow me to utilize my knowledge, Ability to work as a team member, and skills like cooperating with the clients, coupled with excellent communication and interpersonal skills.



PERSONAL DETAILS

Mobile Number: +923082806188
Email: syedzaighum26@gmail.com
Father's Name: Syed Qurban Ali Shah
Date Of Birth: 03/01/1999
Nationality: Pakistani
District: Karachi East
National ID: 42301-8891310-1
Religion: Islam
Marital Status: Single

PROFESSIONAL SKILLS

- o Good time management
- o Problem solving
- o Great work ethics
- o Teamwork skills
- o Leadership qualities
- o Adaptability
- o Negotiation
- o Conflict Resolution
- o Empathy
- o Decision making
- o Computer proficiency
- o Business management abilities
- o Extremely hardworking
- o Attentive
- o Multilingual
- o Communication Skills

LANGUAGES

- o English
- o Urdu
- o Sindhi

QUALIFICATIONS

- ❖ 2020 Govt. Degree College, Gulshan-e-Iqbal Intermediate - Pre-Engineering
- ❖ 2014 School Of Britainnica, Jauhar Campus Matriculation - Science

CERTIFICATIONS

- 2016 Certificate In Information Technology Skill Development Council, Karachi
- 2016 Certificate In Computerized Accounting Computer Collegi@te
- 2022 COVID-19 Contact Tracing Johns Hopkins University (Coursera)
- 2023 Foundations Of User Experience (UX) Design Google (Coursera)

EMPLOYMENT

(Aug 2020 - Nov 2022 | Receptionist)

Dento-Med Medical And Dental Care

Appointment booking, Billing, Patient Handling, Equipment Management, Social Media Management etc.

EXTRACURRICULAR ACTIVITIES

- o Winner of Poster Competition at Arts Council Karachi
- o Winner of Annual Cricket Tournament at Our School
- o Member of University Photography Team
- o Member of Sar-e-Aam Television Program
- o Volunteer work in 10 Billion Tree Tsunami Drive