

| <div><div>CONTACT</div><div>Address House # E-4/A P&T Colony Gizri road Karachi – Pakistan</div><div>Phone (+92-305-2041727)</div><div>Email adeelkhansaifi@yahoo.com</div></div> <div><div>PERSONAL</div><div>Father's Name Rukhsar Ahmed</div><div>Date of Birth 1st Aug 1994</div><div>CNIC No. (42301-5357550-5)</div></div> <div><div>PERSONAL STATEMENT</div><div>I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy overcoming challenges.</div></div> <div><div>Additional Skills</div><div><ul style="list-style-type: none">CommunicationOrganizationCreativityProblem Solving</div></div> | | <div><div>ADEEL AHMED</div><div><div>OBJECTIVE:</div><div>To Work with all my skills that recognizes my individual capacity and flair, to leverage my strong skills in order to be instrumental in the success of this domain.</div></div><div><div>WORK EXPERIENCE</div><table><tr><th>Duration</th><th>Organization</th><th>Designation</th><th>Jobs Task</th></tr><tr><td>Jan'14 - May'15</td><td>PTCL Contact Center Khi</td><td>Customer Support Executive</td><td><ul style="list-style-type: none">Technical Support & Sales Executive</td></tr><tr><td>June'15 - Feb'17</td><td>PTCL Telephone Exchange Khi</td><td>Customer Premises Equipment Installer</td><td><ul style="list-style-type: none">Broadband, IPTV Installation & Technical Support</td></tr><tr><td>Oct 18 - Oct 21</td><td>PTCL Telephone Exchange Khi</td><td>Fault Coordinator</td><td><ul style="list-style-type: none">Providing Technical Support To Field StaffFault Root CauseCustomer Dealing</td></tr><tr><td>Dec 2021 - April 23</td><td>Metamorph</td><td>Administrator</td><td><ul style="list-style-type: none">Administrative support to executives in the workplace, taking calls, scheduling meetings, managing executive requests, and other office duties</td></tr><tr><td>Present April 2023</td><td>Times Consultant (Pvt.) Ltd.</td><td>Admission Officer</td><td><ul style="list-style-type: none">Accepting & filtering student applications, Assessing applications according to our eligibility criteria organizing & filing recruitment documents. Providing consultation with prospective students when requested</td></tr></table></div><div><div>SCHOLASTIC</div><table><tr><th>Year</th><th>Institution</th><th>Qualification</th><th>Grade/Status</th></tr><tr><td>2018 – 2020</td><td>Government Sindh College of Commerce Hyderabad</td><td>B.COM</td><td>Passed</td></tr><tr><td>2012 – 2013</td><td>Board of Intermediate Education Karachi (Private)</td><td>Intermediate</td><td>Passed</td></tr><tr><td>2010 – 2011</td><td>New Crescent Grammar School (Karachi Board)</td><td>Matriculation</td><td>Passed</td></tr></table></div><div><div>CERTIFICATION</div><div><ul style="list-style-type: none">Certification of Life Support & First Aid From PTCLCertification of Superior Customer Services From PTCLCertification of Graphic design from Arena Multimedia</div></div><div><div>SKILLS AND INTERESTS</div><div><ul style="list-style-type: none">Microsoft Office Certificate From INFRA Institute in KarachiPlaying Football</div></div></div> | Duration | Organization | Designation | Jobs Task | Jan'14 - May'15 | PTCL Contact Center Khi | Customer Support Executive | <ul style="list-style-type: none">Technical Support & Sales Executive | June'15 - Feb'17 | PTCL Telephone Exchange Khi | Customer Premises Equipment Installer | <ul style="list-style-type: none">Broadband, IPTV Installation & Technical Support | Oct 18 - Oct 21 | PTCL Telephone Exchange Khi | Fault Coordinator | <ul style="list-style-type: none">Providing Technical Support To Field StaffFault Root CauseCustomer Dealing | Dec 2021 - April 23 | Metamorph | Administrator | <ul style="list-style-type: none">Administrative support to executives in the workplace, taking calls, scheduling meetings, managing executive requests, and other office duties | Present April 2023 | Times Consultant (Pvt.) Ltd. | Admission Officer | <ul style="list-style-type: none">Accepting & filtering student applications, Assessing applications according to our eligibility criteria organizing & filing recruitment documents. Providing consultation with prospective students when requested | Year | Institution | Qualification | Grade/Status | 2018 – 2020 | Government Sindh College of Commerce Hyderabad | B.COM | Passed | 2012 – 2013 | Board of Intermediate Education Karachi (Private) | Intermediate | Passed | 2010 – 2011 | New Crescent Grammar School (Karachi Board) | Matriculation | Passed |
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