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| |  | | --- | | **Usman Saeed** | | **Nationality :** Pakistani  **Date of birth :** 4 June 1996 (24 Years)  **CPR:** 960622713 |  |  | | --- | | **Contact details** | | **Tel : 00973- 36701070**  **E- mail:** [**:usmans9797@gmail.com**](mailto:usmans9797@gmail.com)  **Languages: English, Arabic, Urdu** | |  |

**Career Objectives**

I am a self motivated, fast learner, sincere, dedicated, goal-oriented, multi-lingual and hard working person. Friendliness and amiable dispositions are my key assets. My family inculcated me with positive values and morals. I am seeking work in a stimulating environment that will allow me to use my skills and to realize my potential. I want to pursue a career in the Accounts, and sales sector.

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| **Academic Qualifications** |

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| **Degree** | **Institute/University** | **Year** |
| **ICS** | Pakistan | 2015 |
| **Matriculation** | Pakistan | 2013 |

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| **Work Experience** |

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| **Job Title** | **Organization** |
| IT Assistant | Corporate Courier Service |
| Data Entry (6 months) | Corporate Courier Service |
| Operation Department(5 months) | Call centre Courier Co |
| Salesman(3 years) | Hometopia (Dragon City) |

**Career Profile**

* Strong career history in demanding customers facing roles where good interpersonal and communication skills were essential.
* Capability to achieve sales targets and sales objectives while maximizing profits, worked (Promotion work) in different companies as a Promoter and a sales man.
* Ability to work with others both as a member of a team and also as a leader who gets thing done through others by motivating them.

**Skills**

* **Ms Office Knowledge.**
* **Advance Computer Operation.**
* **Problem Solving.**
* **Attention to detail.**
* **Fast Learner.**
* **Time management.**
* **Good team player.**

**Interest and Activities**

* Always ready to learn something new.
* Technology and Tech related Info.
* Watch sports such as soccer, basketball, cricket etc.
* Surfing net and seeking for the Business World

**Declaration**

**I hereby declare that the above mentioned statements are true, correct and complete to the best of my knowledge and belief.**

**References**

**To be furnished upon request.**

**Usman Saeed**