



Muhammad Mamoon

ABOUT ME

To pursue a challenging career a growing dynamic and reputable organization providing competitive work environment with opportunities for personal growth and career advancement

CONTACT



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Karachi



0315-2831169



MuhammadMamoon771@gmail.com



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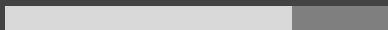
Muhammad Mamoon

SKILLS

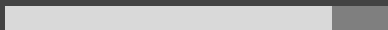
Computer Information Technology (CIT)



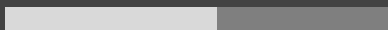
Video Editing



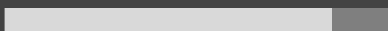
Digital Marketing



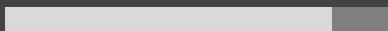
Creative Writing



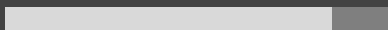
Freelancing



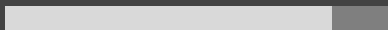
HTML



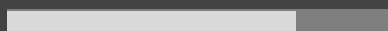
CSS



JavaScript

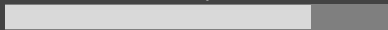


E-commerce

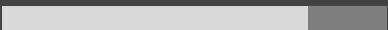


SOFTWARE SKILLS

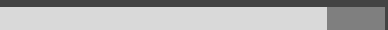
Adobe Photoshop



Adobe Illustrator



Adobe Primer Pro



WORK EXPERIENCE

F.D.O Currently

Front Desk Officers at Artistic Milliner Pvt

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome Guest
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs

Teacher

Mathematics Teacher At Iqbal school

- To plan and prepare appropriately the assigned courses and lectures.
- To conduct assigned classes at the scheduled times.
- To demonstrate competence in classroom instruction.
- To implement the designated curriculum completely and in due time.
- To plan and implement effective classroom management practices.

Seller

Bell Canada international call center

we were selling home phones Internet TV services and new connections in Canada .it was Canada base call center in Karachi

ORGANIZATION

Artistic Milliner Pvt as a FDO
Since 2020-2022

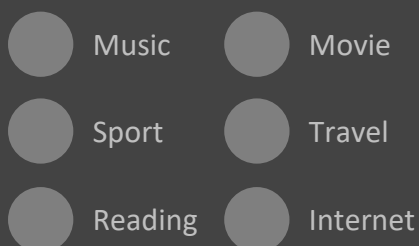
Mathematics Teacher In Allied
Coaching Center 2018-2019

Mathematic & Physics Teacher in
Iqbal Public School 2019-2020

AWARDS

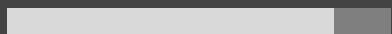
Technical Quiz Compaction in
ILMA university

HOBBIES

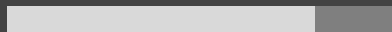


LANGUAGES

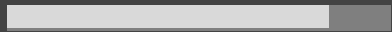
ENGLISH



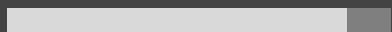
FRENCH



Pashto



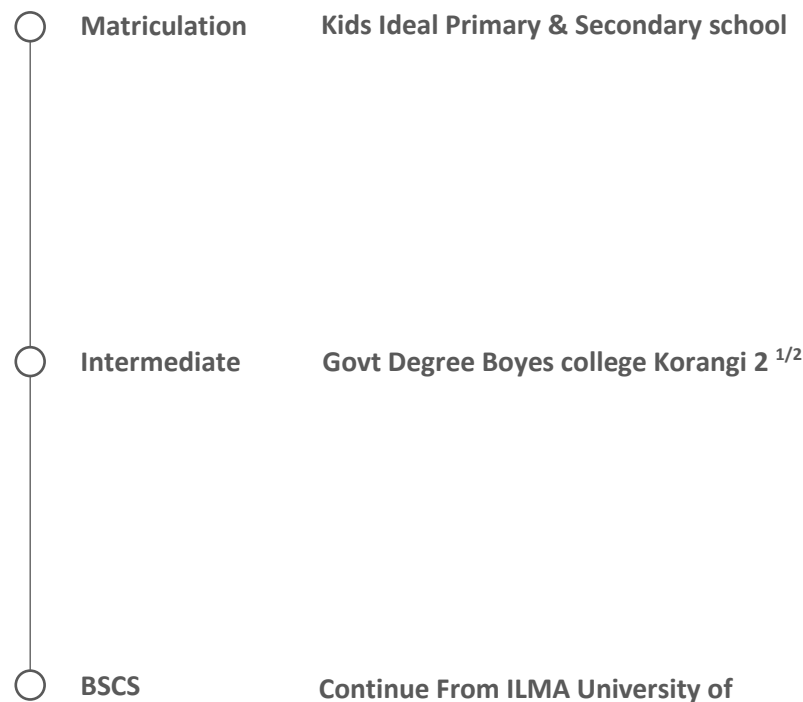
URDU



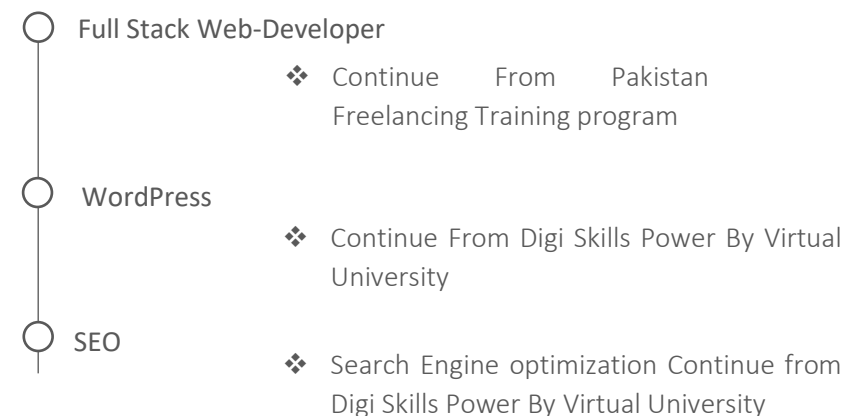
REFERENCE

Available on Request

EDUCATION



Continue Courses



CERTIFICATES OF SHORT COURSES

