

Résumé

Nisar Ahmad

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Objective To contribute and lead growth efforts in managing an area of develop targeted segments for a company or an established firm

Summary of Qualification

- 3 years working experience as marketing and sales
- 8 Years working in Customer Service / MWA –HQ.RS /ISAF/US Army Camp
- 6 moths interpreter in US Army Comp

Education **Bachelor of Arts (BA)** 2005
University Degree Bachelor Degree , Kabul Education University
BA Language and Literature, English Department.
Kabul, Afghanistan.

• **High School Graduated** 1995
Sayed Noor Mohamad shah Maina High School
12 years. Kabul

MCITP	3 Months
IT (information Technology)	1 year
MS. OFFICE	1 year
English Language Program	8 Months

Work History

(Help Desk in MWA Customer service HQ ISAF) current job

- Working properly with all
- interpreting between the signor and all the shopkeeper during any meeting.

-Mans the MWA Customer Service desk Milano Palace.

-Maintains high-level of customer service and provides quality assistance to customers.

-Starts movies in the Milano Cinema, and assists cinema customers.

- Assists customers with using internet computers in the Milano Palace internet Cafe by registering them into the system using VPN software products.
- Signs out movies, games, and game equipment such as billiard cues, etc. for customer use. Ensures all equipment is returned in good condition. Registers DVD users in Microsoft Excel database and processes rentals and returns to ensure proper tracking.
- Monitors of all areas of the Milano Palace facility to include Destille Garden. Will assist in ensuring the cleanliness of the customer service area, Milano Lobby. Requests facility cleaners from billeting to help clean-up Milano Facility and Destille garden when needed.
- Takes reservations requests for facilities and barbecue areas and ensures reservation forms are properly filled in and signed appropriately.
- Assist in set-up and breakdown of events and tournaments held at Milano Facility,
- Provide translation from English to Dari and Pashto between the Shopkeepers and the RS-International Staff.
- Responsible for Sound Technation in Deferent Cermoney around the RS-Comp.

Kohistan-e-Zeba Construction Company (KZCC)

Manager

01/July/2009

- Responsible for overall managing and daily report
 - All the time being in contact with HQ ISAF Engineering staff
- Regarding the supplying of materials to HQ ISAF and the project that is in progress inside the HQ ISAF for Constriction issue

INSTA Telecom. (LTD ISP)

Sales and Marketing Manager

2005-

- Responsible for overall sales of the company's products
- Ensure timely and efficient services to the clients and ensure better customer service standards implementation
- Targeting new customers & maintaining new customers
- Target development, business forecasting and implementation of business strategies
- To carry out brand and advertisement activities

- Worked in customer care about 6 months and Monitor the entire client.
- Add: Kabul , Afghanistan

RONCO Demining Organization

July 2006

- Worked as an Interpreter
- Provide translation from English to Dari and Pashto between the Project manager and the RONCO Demining National staff..

Kabul,

Professional Courses

- Effective Business Management Skills
- Communication Skills course
- Time management skills
- Total Quality Management
- Development of Business Plans & Marketing Strategies
- Good Relationship with Customer

I attended by INSTA Telecom. LT

Computers hands-on experience

- Microsoft Office

Internet, computer solution and many more

Having Driving License

Languages

- English Good
- Pashto Fluent
- Dari Fluent

Date of Birth

19 June 1977

Marital Status

Married

Reference:

