

ZEESHAN HAIDER

COMPUTER SKILLS

- Operating System (Windows XP, Windows 7, Windows 8, Windows 8.1, Windows 10)
- English Typing, Urdu Typing, Composing/Designing (Adobe Photoshop, Corel Draw 9, 10, 11, 12)
- Microsoft Office XP2007, 2010
- Photo Editing & Online Photo Editing
- Web Browsers, Emailing

JOB PROFILE

- Deals with all the IMPORT and EXPORT from the shop.
- Responsible for Housekeeping and all the items in the warehouse.
- Preparing monthly report regarding all the sales and income

STRENGTHS

- Ability to empathize with the customer.
- Smart, Confident and Enthusiastic with a flair for customer service.
- Good analytical skills.
- Good inter-personal and communications skills.
- Solving all customer queries related to the entire range of product serviced by the organization.
- Total Management & Maintenance of customer and their database.
- Updating the knowledge of customers related to the product line.
- Demonstrating a professional attitude among peers, customers and clients.
- Taking ownership of tasks and getting the desired result.

ATTRIBUTES

- Continuous learner and proactive
- Ability to reach goals.
- Positive attitude and hardworking
- Leadership Quality.
- Comprehensive problem solving abilities.
- Developed superior teamwork skills through numerous academic projects.

PERSONAL INFORMATION

- Father's Name : Abdul Sattar
- Date of Birth : 22/10/1995
- Marital Status : Single
- Religion : Islam
- Nationality : Pakistani
- CNIC #: 37204-0118528-3
- Passport #: CX6975281
- E-mail : shani.alkhaki@gmail.com
- Domicile : Chakwal
- Contact #: 03367648441
- Address : VPO & Tehsil Kallar Kahar District Chakwal

OBJECTIVE

I seek a challenging position in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having experience in the fields of competition, I can be sure of my commitments towards the organization, which will be endeavor far most in achieving goals.

EDUCATION

Graduation • B.com (continue)

Intermediate from Government Degree College Chakwal.

Degree	Board	Marks	Percentage	Passing Year
Intermediate	Rawalpindi	739/1100	67.18%	2015

Matric (Science) From Government High School Neela.

Degree	Board	Marks	Percentage	Passing Year
Matric	Rawalpindi	820/1050	78.09%	2013

DIPLOMAS

- Computer Application Certificate (CCA) From Al-Rehman Computer College Kallar Kahar

EXPERIENCE

➤ **AS A SALES MAN.**

I have worked as a sales man at Tahir Brothers Electric Company Feroz Pur Road, Youhana Abad Lahore. From 28-08-2013 to 15-12-2014.

➤ **AS A MARKETING SALES OFFICER.**

I have worked as a marketing sales officer at Al-Khaki Printers Kallar Kahar (Chakwal). From 21-03-2015 to Till date.

LANGUAGES

Punjab

Urdu

English