

Touheed Hussain

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OBJECTIVE

Looking forward to an opportunity in an atmosphere where I can make difference, and not just be another payroll figure, with an ambitious pace desire to scale the peaks of professional excellence. To fully enhance my capabilities which is in line with the profession in order to build up a better career for excellence and be able to contribute in achieving the company's goal. To learn and handle a challenging position, which further develops my knowledge and interpersonal skills.

EDUCATION

High school

Aug 2003 - Aug 2012

Progressive Model school • Rawalpindi, Pakistan

SKILLS

Communication skill: Friendly, interact easily with others and become a friend.

Teamwork: Excellent team player and willing to collaborate with people of different background.

Reliability: Punctual person who meets the deadline on time.

Organized: Excellent planning skills and multitasking when needed.

Hardworking: work with passion and dedication.

Quick learner: Learn new things quickly and easily.

WORK EXPERIENCE

Admin Assistant & HR assistant

Apr 2020 - Present

Dulce Food Industry (PVT) LTD. • Peshawar, Pakistan

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Prepare such as invoices, and Delivery note.
- Manage customer accounts and check and balances.
- Assist with day to day operations of the HR functions and duties.
- Process documentation and prepare reports relating to personal activities.
- Coordinate communication with candidates and schedule interviews.

Mobile Shop Sale Man

Jan 2019 - Jan 2020

Quick Links Mobile Communication • Peshawar, Pakistan

- Greeting customer.
- Merchandised store display to keep store environment visually appealing and optimized for equipment promotions.
- Answered customer questions and addressed service issues and complains in person and via phone
- Sold wide range of phones, accessories, tablets, and air cards to customers.
- Assisted customers in selecting products that best fit their lifestyles, preferences and personal.
- Easily handled technical tasks such as transferring contacts and photos and setting up new phones with updates and account connections.

Fast Food Worker

Dec 2017 - Dec 2018

Food District • Peshawar, Pakistan

- Serve fresh, hot food with a smile and timely manner.
- Prepare food deliver beverage such as coffee, tea, and fountain drinks.
- Record customer orders and repeat them back in a clear, understandable manner to minimize errors.
- Promptly report complaints to a member of the management team.
- Package to go order items into bags place drink orders into carriers.