

# Muhammad Jawad

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Available for part-time or full-time positions with a flexible schedule

## Employment

### Telenor, Pakistan — *Service Assistant*

2021 - 2023

- Proficient in addressing customer complaints and concerns
- Assisted in receiving phone calls with customer inquiries
- Managed customer records
- Participated in making promotions for the company
- Developed skills such as active listening and effective communication

## EDUCATION

### McNally High School, Edmonton

2023 - Present

Expected graduation date: May 2025

### New Century School, Pakistan

2013 - 2023

## Extra Curricular Activities

### Volunteer in Telecommunications Company

Telenor, Pakistan

### Fundraising

New Century, Pakistan

Raised over 50,000 pkr in charity for school fundraiser

### Food Bank Volunteer

Collected and distributed food during Ramadan

### Free Footie Soccer Team

Lee Ridge School, Edmonton

Gained team-building experience

### Tutoring

Tutored classmates and others who needed help

## SKILLS

- Ability to adapt
- Time management
- Communication
- Organization
- Video Editing
- Leadership
- Teamwork

## Certifications

HCS3000 Safety  
Certificate (2023)

## LANGUAGES

- English
- Urdu
- Hindi
- Punjabi

## Availability

**Weekdays 5 PM till closing**

**Weekends Full Time**

