|  |
| --- |
| SHOAIB AHMED  MEHMOODABAD, KARACHI · 03154404432  Email · [shoaibahmed1218@gmail.com](mailto:shoaibahmed1218@gmail.com) |
| Looking for an opportunity where I could use my knowledge and skills towards the advancement and growth of an organization and my professional career and to prove myself most valuable asset of that organization. |

# personal information

|  |
| --- |
| **FATHER NAME:** ABDUL FAHEEM NOONARI  **DATE OF BIRTH:** 5th-FEB-2002  **NATIONALITY:** PAKISTANI  **MARITAL STATUS:** SINGLE  **LANGUAGE:** ENGLISH, URDU, SINDHI, PUNJABI, BALOCHI , SARAEKI |

# Education

|  |
| --- |
| 2020-onwardbba-hons, iqra university karachi |
| 2016-2018matriculation, iba community college khairpur |
| 2016-2018INTERMEDIATE, GDC THUL, JACOBABAD |

# BASIC DETAILS AND SKILLS

|  |  |
| --- | --- |
| * BASIC COMPUTER SKILLS MS OFFICE   (MS WORD, MS EXCEL, POWER POINT), EMAIL HANDLING.   * BASIC MARKETING * SOCIAL MEDIA MANAGEMENT * DATA ANALYTICS (MS OFFICE, MS EXCEL) | * BASIC OFFICE TASKS (DATA ENTRY, ANSWERING PHONES, ETC.) * BASIC MANAGEMENT OPERATOR * COMMUNICATION |

# experience

|  |
| --- |
| * **TWO MONTHS** EXPERIENCE AT **CALLING AGENT** IN **DME** AT **HELLO INTERNATIONAL MARKETING SOLUTIONS** (**HIMS**) **KARACHI** * **THREE MONTHS** EXPERIENCE AS **DEO** AT **LEOPARDS COURIER SERVICES, HEAD OFFICE, KARACHi.** |