



# Haris Iqbal

Customer Service Representative at HQ Analytics

## Contact Info

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572 B Gulshan Ravi  
Lahore, Pakistan

To make the finest use of my skills and evolving talent towards the optimal accomplishment organization's objectives and to become a strategic aide in its sustainable growth and enduring success.

## Strengths & Skills

- ✓ Communication Skills
- ✓ Content Writing
- ✓ English
- ✓ Good Listening skills
- ✓ Interpersonal Skills
- ✓ Multitasking
- ✓ Punctual
- ✓ Team Builder
- ✓ Computer skills
- ✓ Customer Service
- ✓ Flexibility.
- ✓ Good writing ability
- ✓ MS Office
- ✓ pressure handling
- ✓ Report Writing
- ✓ Team player
- ✓ Confident
- ✓ Email
- ✓ good ethical behavior
- ✓ Internet
- ✓ MS PowerPoint
- ✓ public dealing
- ✓ Self-Motivation
- ✓ Time Management

## Academics

Title	Institute	Score	Date
BS(Hons) Mass Communication	University of the Punjab, Lahore	3.0 CGPA	2015
Intermediate	Govt M.A.O College Lahore, Lahore	60%	2010
Matriculation	Government Central Model High School Lower Mall Road, Lahore	70%	2008

## Experience

Company	Designation	Duration	
See TV	Social Media Assistant	Feb 2017 - Present	9 months
HQ Analytics	Customer Support Executive	May 2016 - Present	1.5 years
PTCL	Customer Support Executive	Apr 2015 - May 2016	1.1 years
See Tv channel	Dubbing Artist	Dec 2014 - Nov 2016	1.9 years
city 42	Copy editor	Apr 2013 - Nov 2013	1 year

## Work History

See TV	Feb 2017 - Present (9 months)
Social Media Assistant	LAHORE, Pakistan
Work as a social media assistant upload and update channel all content on social media such as on (facebook, YouTube, twitter, tune.pk, dailymotion).	
HQ Analytics	May 2016 - Present (1.5 years)
Customer Support Executive	Lahore, Pakistan
work as a customer support officer and also maintain medical billing.	
PTCL	Apr 2015 - May 2016 (1.1 years)
Customer Support Executive	Lahore, Pakistan
Work as Customer Support Representative as taking Orders, follow Up Complaints, General Information, Order Placements,	

See Tv channel

Dec 2014 - Nov 2016 (1.9 years)

## Dubbing Artist

Lahore, Pakistan

Work as a voice over artist in different projects like **Yateem Dill, Team One, Choti si Qayamat, Mehak, Masoom Dulhan and Kahani Zindagi ki** at See T.V

city 42

Apr 2013 - Nov 2013 (7 months)

## Copy editor

Lahore, Pakistan

Done internship in copy editor deparment in city 42 news channel.

channel 5

Oct 2012 - Mar 2013 (5 months)

## copy editor

Lahore, Pakistan

work as a copy editor in channel 5.

Fabi Studio

Mar 2012 - Sep 2012 (6 months)

## Non Liner Editor

Lahore, Pakistan

work as assistant viedo editor for Nestle brand and weeding events in fabi studio.

## Awards

Title	Authority	Date
Certificate/ Shields for best Directions for the 2nd Annual play (FAREB)	2nd Annual play (FAREB)	2014
Certificate and shields for participation in first Annual Play (MAIN NA MAANU)	first Annual Play (MAIN NA MAANU)	2013
laptop for Punjab Govt on 100% merit	Govt of Punjab	2011
Certificate of Merit by Govt Secondary School Headmasters Association Lahore City	Govt Secondary School Headmasters Association Lahore City	2007
Certificate participation on Centenary Year of Scouting Boy Scouts Camporee	Centenary Year of Scouting Boy Scouts Camporee	2007
Certificate of participation by Pak Crescent Welfare Organization	Pak Crescent Welfare Organization	2006
Lahore Boy Scouts Association take part in Scouts Training Camp/Rally/Social Service Camp at Murree	Boy Scouts Association	2005
• Awarded by the certificate of participation in Parents Day Ceremony	Govt central model school lower mall Lahore	2004
Awarded by Govt of Pakistan by cash prize at Universal Children's Day	Govt of Pakistan	2003

## References

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HQ Analytics  
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**Saliha Ishaq | +923438385361**

See TV Pakistan  
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## Industries

- Media/Communications
- Advertising/PR
- Arts / Entertainment
- BPO
- Broadcasting
- Call Center
- Education/Training
- Healthcare/Hospital/Medical
- Information Technology
- Services
- Telecommunication/ISP

## Languages

- Urdu - Native
- Punjabi - Medium
- English - Medium
- Pashto - Beginner

## Functional Areas

- Client Services & Customer Support
- Data Entry
- Health & Medicine
- Media - Print & Electronic
- Operations
- Project Management
- Teachers/Education, Training & Development

## Hobbies

- Blog Writing
  - Books and Novel Reading
  - Internet Surfing
  - President of Dramas
  - Cricket
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