

MUHAMMAD AMJAD ISLAM BAIG

S/O Muhammad Noor Islam Baig



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CAREER OBJECTIVE:

An appropriate, challenging and dynamic job in a reputable firm using my skills with an opportunity for advancement.

EXPERIENCE:

I worked in **Ztech Manpower** on behalf of **Commercial Bank of Dubai** as a “**Business Development Executive**” from 5th September 2022 to 4th September 2024.

I worked in “**Real Automation Engineering Solutions**” as an “**Admin Assistant**” from 1st June 2016 to 2nd July 2022.

I worked in “**MOBILINK**” as a “**Customer Care Representative**” from 3rd October 2012 to 31st May 2016.

EDUCATIONAL ATTAINMENTS:

Bachelor of Commerce
2nd Division
University of Karachi

Intermediate
2nd Division
Govt. Premier College, North Nazimabad, Karachi.

Matriculation
B grade,
Karachi Board

SHORT COURSES :

Certified by N.E.D University.

- Stress and Time Management

Certified by Institute of Business & Professional Development.

- Quick Book
- Peachtree

SOCIAL ACTIVITIES:

- Attended various seminars and lectures.
- Worked as a volunteer.

SKILLS:

- Windows, MS Office.
- Internet.

CO-CURRICULAR ACTIVITIES:

Traveling, net browsing, reading magazines, listening to music, etc