

NABEEL HUSSAIN

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Profile

I am a motivated and adaptable high school graduate with a strong desire to enter the professional world and learn and grow in any field. While I may not have a specific degree or extensive work experience, I possess a solid foundation in problem-solving, communication, and a dedication to self-improvement. My experience as a virtual assistant to a data analyst has honed my skills in information collection and organization, and I am eager to apply these abilities in different roles. I have a keen ability to learn quickly, work collaboratively, and tackle challenges with a positive attitude. I am actively seeking opportunities to embark on a meaningful career that will allow me to contribute to a dynamic team and continue my personal and professional development. My goal is to bring enthusiasm, adaptability, and a strong work ethic to any role, making a positive impact on the organization I join while pursuing my own path to growth and success.

Date of Birth

- April 12, 1997

Nationality

- Pakistani

Visa Status

- Visitor Visa
Valid Till - 28-12-2023

Education

- Government College Township Lahore
Intermediate in Computer Science
Completed in 2017
- Town Public High School
Matriculation in Science
Completed in 2015

Skill

- Problem Solving
- Technical Proficiency
- Multi-Tasking
- Time Management
- Communication Skills

Languages

- English
- Urdu
- Punjabi

Experience

Virtual Assistant 2019 – Present
Crayon Co. (Boston, US)

As a virtual assistant to a data analyst, I gained valuable experience in collecting and organizing insights from data. This role allowed me to work closely with data professionals, contributing to the data analysis process by providing crucial information and helping in data management tasks.

Assistant to Director Academics 2018 – 2019
Minhaj University Lahore (Lahore, Pakistan)

Supported the Directorate of Academics in administrative tasks, aiding in smooth operations and communication.

Storekeeper 2017 – 2018
Metro Cash & Carry (Lahore, Pakistan)

Efficiently managed inventory and provided excellent customer service, ensuring smooth operations, organized stock, and assisting customers with their needs.

Certifications

2023 | LinkedIn Learning
Customer Service Foundations (2020)

2023 | LinkedIn Learning
Customer Service: Handling Abusive Customers

2023 | LinkedIn Learning
Building Rapport with Customers

2023 | LinkedIn Learning
Customer Service: Problem Solving & Troubleshooting