

PHONE

+971 56 850 1949

EMAIL

qaisermahmoodnaseem@gmail.com

ADDRESS

Sheikh Muhammad bin Saqar St near Al Aswaq supermarket Opp Khalifa bin Zayed Stadium Burirat (RAK), UAE

ABOUT ME

- I have good command in MS office, in addition to my years of experience, I have strong interpersonal and communication skills that allow me to adapt to any group or situation. My previous roles have strengthened my abilities in innovation and teamwork.
- Business administration
- I consider myself responsible and orderly person.
- I am looking forward to my 1st work experience in UAE

SKILLS

- Data Entry
- Spreadsheet
- MS Office (MS Excel, Word and Power point)
- Windows Installation
- Office Installation
- All type of software Installation
- Networking

EDUCATION

Matriculation with 1st division Year__1994
Govt High School Khanewal, Pakistan

3 Months Certificate in Microsoft Office from
INEX School of Fashion Design & Professional
Study Multan, Pakistan

LANGUAGES

English
Urdu
Punjabi
Saraiki

QAISAR MAHMOOD NASEEM

EXPERIENCES

ChitChat Net Café Multan, Pakistan.

Customer Service / Typist

1996-2006

- Typing & Editing Assignments and Thesis
- Online Billing
- Data Entry
- Windows Installation
- MS Word Installation
- Web Surfing & Create Mail Accounts
- Printing, Photo State & Scanning
- Sim Sale, Load Balance
- Sale Mobile and Computer

Look & Pick Mobiles and Computers Pakistan.

Sales Manager

2006-2010

- Sale & Purchase New and Old Mobiles
- Sale Mobile and Computer Accessory
- Sale Mobile Sims and Packages

INEX INSTITUTE MULTAN, PAKISTAN.

Office Incharge & Computer Trainer
(Evening Classes)

2010-2021

During this job my duties were,

- Record keeping
- Data entry
- Networking
- Fundamentals of computer
- Microsoft word, Excel & power point

Ahmed Composing Center & Mobile BZU Multan, Pakistan.

Customer Service / Typist

2010-2024

- Typing Assignments & Thesis
- Online Apply Admissions
- Data Entry
- Windows Installation
- MS Word Installation
- Web Surfing & Create Mail Accounts
- Printing, Photo State & Scanning
- Sale & Purchase New and Old Mobiles
- Sale Mobile and Computer Accessory
- Sale Mobile Sims and Packages