

HAMMAD SHAFIQ

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House#127, Street#2, Aziz Colony, Sargodha, Punjab, Pakistan

OBJECTIVE

Results-oriented Professional and Administration Coordinator who excels at uncovering Customer needs, finding solutions and handling objections. Top performer with a consistent track record of meeting and exceeding goals with meticulously detail-oriented and organized nature. Reliable team player and strong communicator and looking for meaningful, challenges, creative professional position through consistent learning.

EDUCATION

Diploma of Hospitality and Tourism Management

Jan 2022 - Aug 2022

CPD • Online, United Kingdom

- Major: Hospitality and Tourism
- Grades Obtained: A1 (87%)

Intermediate (Higher Secondary School)

Feb 2019 - Aug 2021

ABICS • Sargodha, Pakistan

- Major: Computer Science
- Grades Obtained: A1 (84%)

Matriculation (Secondary school)

Mar 2017 - Feb 2019

ABICS • Sargodha, Pakistan

- Major: Computer Science
- Grades Obtained: A1 (82%)

WORK EXPERIENCE

General Labour

Jan 2021 - Present

• Sargodha

I have **1+ years experience** as General Labour. I have been working Since January 2021

ENGLISH PROFICIENCY

IELTS (English Test)

Dec 2021

British Council • Pakistan

- Overall : 7.5 bands
- Reading: 8.5 bands
- Listening: 8.5 bands
- Writing: 6.0 bands
- Speaking: 6.0 bands

SKILLS

- Supervision
- Customer Support
- Cash management
- Floor Maintenance
- Ability to lift weight upto 55 Lb
- Excellent Communication Skills
- Dust Cleaning
- Cleaning Support
- Sanitation
- Leadership Skills
- Front Desk Operations
- Responsible
- Punctual
- Maintenance and Supervision
- Multi-tasking
- No Criminal Record
- Customer Handling
- Customer Service