

Meer Hamza Farooq



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Summary:

Highly motivated and proactive worker professional with over 6 years of experience in the Market and different Organizations. Possess strong communication skill and excellent work services. Techniques to ensure work management. Proficient in using computer systems such as MS Word & Excel ,SAP & FQMS handling checking and maintaining accounts & salaries of staff and processing payments of Customers. My aim to achieve the responsible position in a professional working environment. Hence I am looking forward to a dynamically growing and progressive organization.

PERSONAL INFORMATION

Date of Birth: 26-07-1997
Marital Status: Single
Languages: English, Urdu, Punjabi
Passport No: KJ8963501

Highlights

Customers Services Skills
Administrative Skills
Works well under pressure
Sales Skills
Staff Leadership and Development
Business Performance Improvement
Multitasking Abilities

Education

Bachelor of Commerce (B.com)-2018
Punjab University Lahore
Intermediate (I.com)-2016
IBL College Lahore, Pakistan
Matriculation Computer Science-2013
BISE Lahore, Pakistan

Work Experience:

- 2 Years experience as mobile seller & buyer and repairer at Azad Mobiles and Company.
- 2 Years experience as a Sales Executive, Store and Warehouse Supervisor at Ishaq Traders.
- 2 Years work experience as a Customer Service Officer at Zong Head Office and Franchises.
- 1 Year work experience as a Data Entry Operator & Auditor at Global Tax Consultants.
- 2 Years work experience as a Branch Accountant & Data Entry Operator at Naeem Electronics.

Skills:

- MS Word & Excel.
- Negotiation.
- Management Skills.
- Typing Speed almost 30-35 words per minute.
- Driving License Holder (License No LE-19-15862).
- Web Browsing.
- Good Communication Skills

Hobbies:

- Books & Novels reading.
- Cricket.
- Hard work.
- Loyal with Tasks.

Reference:

Will be furnished on demand.