



MUHAMMAD ABRAR SIDDIQUI

EDUCATION

Matric

Rawalpindi Board (Grade – A)

Intermediate

Rawalpindi Board (Grade – A)

Graduation

Punjab University (Grade – B)

DIT

Lahore Technical Board

COURSES

6 Months Course (Advance level English language from NUML)

6 Months Course (Ms Office)

EXPERIENCE

2 years job experience as an Upper Division Clerck

1 year job experience as An Assistance.

SKILLS

Language – Expert

Marketing Strategy – Expert

Assertiveness – Expert

Creativity – Expert

Communication - Expert

SUMMARY STATEMENT

Experienced and reliable customer service officer with extensive experience providing assistance in a busy call centre setting. Strong dedication to helping customers resolve issues and cultivating a positive image of the company.

REFERENCES

Available upon request.



Commercial Market
Rawalpindi



+92-313-1511472



lbrarsiddiqui850@gmail.com



lbrarsiddiqui123@gmail.com

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.