

MUHAMMAD RAAFEH

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📍 Islamabad, Pakistan

ABOUT ME

An innovative individual able to handle work under pressure in fast paced setting having experience in Real Estate as well as in BPO industry . Looking to work for progressive organization to enhance my skillset .

EDUCATION

- Air University | 2022-2026

Bachelors in Business Administration (hons.)

CGPA : 3.93

- Punjab College of Information & Technology | 2019-2021

Fsc. Pre Engineering

989/1100 marks

- Karachi Public School & College Kahuta | 2017-2019

Matriculation

960/1100 marks

WORK EXPERIENCE

- Standard Education System Beor | 2025

Internee as Admin assistant

Worked as an Admin Intern, where I assisted in scheduling meetings, managing documentation, and supporting daily administrative operations. Gained experience in maintaining organized records, coordinating office tasks efficiently, and ensuring smooth communication within the workplace.

- Call Works BPO | 2024

Customer Service Representative

Applied my negotiations skills in US based outbound call centre and convinced the customers to look into the offerings through cold calling

- Estate 21 | November 2021- March 2022

Sales Executive

Generated leads through networking , engaged in negotiations to facilitate agreements leading to successful transactions and satisfied parties

SKILLS

- Microsoft Project
- Communication skills
- Teamwork
- Primavera software
- Interpersonal skills
- Adaptability