

Curriculum vitae
NAEEM AKHTAR

1st Floor E-23/17 H No.2
Islam Nagar Walton Road
Lahore

Personal Profile:

Father Name: Sardar Khokhar
Date of Birth: 13-04-1980
Gender: Male
Marital Status: Married
Nationality: Pakistani
Contact No. 0308-8834980
N.I.C No. 34101-2707727-1
E-mail: naeem.akhtar13041980@gmail.com

Career Objective:

Customer Service Professional with diverse background in insurance sales services and call center support. Now to join career oriented company where I could utilize my abilities in the best interest of the company and for my professional and personal growth as well.

Educational Profile:

<i>Degree Name</i>	<i>Board/University</i>	<i>Completion year</i>
Bachelor of Arts (B.A)	University Of the Punjab, Lahore	2003
Faculty of Science (F. Sc)	BISE Gujranwala	2000
Matriculation	BISE Gujranwala	1998

Professional Experiences:

Designation	Organization	Experience
Quality Assurance Specialist	Max.Telecom	2 Years
Relationship Officer	Jubilee Insurance Company	2 years
Quality Assurance Specialist	Ground Zero technologies (PVT) Ltd.	4 Months

Professional strengths:

Possess good management and interpersonal skills

Goal Oriented and excellent team player

Possess good monitoring and supervisory skills

Excellent listening and problem solving skills

Hand on Command on net surfing and global trends.

Dealing with customers in highly professional manner

Proficient in learning new tasks quickly

Identify, assemble, and organize items to coordinate events successfully

Key Competencies:

Excellent verbal and written communication

Working Knowledge of MS Office software

Cooperative, Motivator, interacting with new people

Fluent in English, Urdu and Punjabi

Reference:

It will be provided on demand