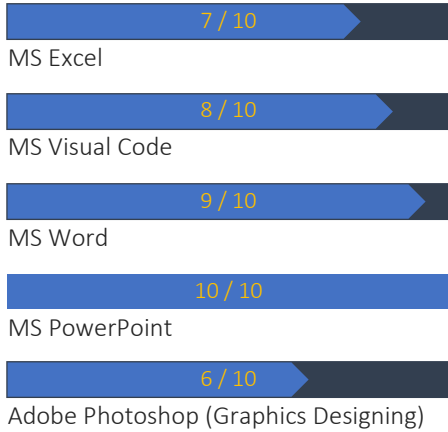# ABDUL MOIZ

Customer Support

PERSONAL INFORMATION

📞 Contact: +92-312-2868906

✉ Email: abdulmoiz3577@gmail.com

in LinkedIn: www.linkedin.com/in/aforabdulmoiz

🏠 Address: Korangi, Karachi, Pakistan

SOFTWARE

| 7 / 10 |
MS Excel

| 8 / 10 |
MS Visual Code

| 9 / 10 |
MS Word

| 10 / 10 |
MS PowerPoint

| 6 / 10 |
Adobe Photoshop (Graphics Designing)

SKILLS

Team Player   Organized & Punctual

Interpersonal Skills   Self-Driven

Good Communication Skills

Workload Management

LANGUAGES

English
Urdu
Punjab

ABOUT ME

A passionate individual, aiming to pursue a career in a dynamic organization where my capabilities and skills can be effectively utilized in order to achieve the targeted growth of the organization, and help me to expand my learnings for my professional upbringing.

EXPERIENCE

Receptionist – Artistic Milliners (June 21 – Sep 22)
- ⇨ Staff Dealing.
- ⇨ Visitors handling.
- ⇨ Customer Support.
- ⇨ Inbound Calls receiving and communication.
- ⇨ Verification of outgoing things.
- ⇨ Employees Handling.

EDUCATION

BS in Computer Science • ILMA University
(In progress – Evening and Weekend Classes)

Intermediate • 2021 • HSC Board
Pre-Engineering

Matriculation • 2019 • SSC Board
Bio-Science

DIPLOMA

Website Designing & Website Engineering
Institute of Business Management (NAVTTC)
BREIF
Languages: Html, CSS
Client-side Language: JavaScript
Server-side Language: PHP, MySQL

REFERENCE

Reference will be furnished upon request.