

# TALHA ZAFAR



## PERSONAL INFORMATION

**Father Name:**  
Zafar Iqbal

**CNIC:**  
37405-7826352-1

**Date of Birth:**  
16<sup>th</sup> August 1995

**Martial Status:**  
Married

**Religion:**  
Muslim

## CONTACT

**Present Address:**  
House No 3, Street No 45,  
Pine Villas D-17/2,  
Islamabad.

**Phone:**  
0335-0593576

**Email:**  
tlhzfr@gmail.com

## OBJECTIVE

A position in a results oriented Organization that seeks an ambitious and career person, where acquired skills and education will be utilized toward continue growth and advancement. I am seeking a company where I can use my experience and education to help the company to meet and surpass its goals.

## WORK EXPERIENCE

20<sup>th</sup> October 2020- Present  
Lieta Gelato As Operations Manager.

27<sup>th</sup> August 2019 – 25<sup>th</sup> October 2020  
Foodrunner As Operations Manager.

1<sup>st</sup> May 2019 - 23rd June 2019  
Pakistan Telecommunications Limited Rawalpindi (PTCL Exchange) As Customer Support Officer.

8<sup>th</sup> March 2019 – 12<sup>th</sup> April 2019  
Tele Mall Corporation As Customer Services Representative.

14<sup>th</sup> July 2017 – 8<sup>th</sup> September 2017  
National Telecommunication Corporation (NTC, HQ) As Internee.

10<sup>th</sup> June 2014 – 4<sup>th</sup> September 2014  
Zahid Latif Khan Securities Pvt.ltd, ISE Tower Islamabad As Internee.

3<sup>rd</sup> June 2012 – 5<sup>th</sup> September 2012  
Benefit Advertising Blue Area Islamabad As Graphic Designer.

## EDUCATION

2015 - 2019  
Bachelor In Computer Science Hon's From Preston University  
H-8 Islamabad.

2012 - 2014  
Higher Secondary School Certificate with Science From  
Chanab College G 9/3 Islamabad.

## **LANGUAGES**

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Urdu  
English  
Punjabi

## **HOBBIES**

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Playing Cricket  
Reading Books  
Photography  
Travelling  
Browsing

Secondary School Certificate with Science From Islamabad Model College For Boys G 10/4.

## **SKILLS**

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### **Computer Skills:**

- MS Office (MS word, Excel, Power Point)
- In page
- Internet Browsing
- Adobe Photoshop
- Coral Draw
- IT Support
- Networking
- HTML
- Quality Assurance

### **Management Skills:**

- Inventory Management
- Office Administration
- Team Building
- Office Management
- Cash Handling
- Procurement Management
- Customer Relationship Management
- Enterprise Resource Planning
- Customer Support
- Vendor Management
- Recruitment

## **REFERENCES**

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References available on request