

CV:



MUHAMMAD AZKARIM

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Objective:

To obtain a premier position in a professional environment, utilizing my abilities and skills with dedication, hard work, honesty, and a positive approach.

Professional summary:

A dynamic and motivated professional with diverse experience. Successfully contributed to team objectives and provided valuable support as an Intern at PTCL's Justuju Internship Program. Demonstrated strong problem-solving abilities and a compassionate approach as a Customer Support Trainee at NOWPDP NGO in Islamabad. Proven adaptability and eagerness to learn showcased during an internship at Al-Maktoom Federal government school. Exhibited exceptional time management skills and a genuine commitment to making a positive impact on others' lives as a Community Worker at Saaya Association, an NGO based in Islamabad. Possesses strong skills in effective verbal and written communication, fostering positive stakeholder relationships. Proficient in MS Office, document composition, teaching, team support, English and Urdu typing. Experienced in initial video and audio editing and familiar with YouTube SEO basics. Committed to continuous growth, actively seeking relevant opportunities to enhance skills and stay updated with industry trends.

Academic Qualification:

Graduated with 3.76 CGPA from NUML university, Islamabad, Pakistan, session 2017 - 2021.
Degree title B.Ed (Hons), in Education, Social Sciences faculty.

Work Experience:

1. Intern, Regulatory Department, PTCL, Islamabad, Nov 2022 - May 2023.

Responsibilities:

- Communication and E-mail handling, document composition using MS Office and various other tasks.
- Actively participated in corporate learning sessions and team meetings.

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2. Customer Support Trainee, NOWPDP NGO, Islamabad, Dec 2021 - Jan 2022.

Core Objective And Responsibilities:

- To gain experience in dealing with clients and develop professional customer support skills.
- Achieved the highest scores at all stages of the training program.

3. Internship, Al-Maktoom Government School, Islamabad, Nov 2019 - Dec 2019.

Job responsibilities:

- Prepared learning materials and delivered class lectures to HSE level students.
- Awarded an achievement letter and received appreciable remarks from the school administrators.

4. Community worker, Saaya Association NGO, Islamabad, Sep 2009 - Sep 2010.

Responsibilities:

- Managed registration process for community members and provided additional support.
- Delivered motivational speeches at social events and seminars.

Skills:

Possesses multiple skills including English And Urdu Typing, Presentation design and delivery, interpersonal and effective Communication/customer support, time and workload management, MS OFFICE proficiency, teaching, data entry on SPSS, E-mail drafting, file conversions, audio/video production and editing as well as basics of YouTube SEO.

Interest:

- Customer Support, Teaching, Coordination and Assistant Roles, Content Writing/Document Composition, Research Assistance, Administration and Management, and other relevant fields.

Certifications:

- Certificate of Successful PowerPoint Presentation - PTCL.
- Certificate of Effective Communication Skills - PTCL.
- MS Office Certification - PTCL.
- E-mail Communication Certification - PTCL.
- Certificate in Soft Skills and Career Success - PTCL.

References:

References available upon request.