

SIKANDAR NAEEM



ABOUT ME

Sikandar Naeem
S/O Muhammad Naeem Khan
Date of Birth: 23-02-1998
Gender: Male
Local: Quetta
CNIC: 42000-4224935-7

CONTACT

📍 Hawaii Homes, 02 A-block,
Ground floor Clifton, Block-2,
Karachi.

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03303455461
✉ bkboss81@gmail.com

LANGUAGES

Pashto
Urdu
English
Brahui

SKILLS

2016

**Diploma in Information
Technology (DIT) and (TTB)**

2015

**Diploma in English Language
Level 1**

OTHER SKILLS

Typing speed of 30 w.p.m
AutoCAD
Adobe Premier Pro
Adobe After Effects
Filmora X
Adobe Photoshop
Article and text typing

ACADEMIC BACKGROUND

2021	Bachelor's Degree B.A University of Balochistan
2018	Higher Secondary F.Sc BBISC Govt.Science college, Quetta
2014	Matriculation BBISC Folkways city high school, Quetta

EXPERIENCES

14 Months (January 2021 to April 2022)

work with PLATINUM EXECUTIVE CONSULTANCY Pvt Ltd
as an Overseas Coordinator.

Responsibilities.

- Backing up a Company's Global Trade and Business Operations by meeting the Targets and Fiscal Aims.

8 Months (May 2022 to December 2022)

Work with RED FOLDER
as a Customer Care Executive

Responsibilities.

- Handle customer complaints
- Provide appropriate solutions and alternatives within the time limits
- Follow up to ensure resolution