

# SAMEER QASIM

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## CAREER OBJECTIVE:

To obtain a challenging internship position in a Commercial setting that will allow me to gain Experience. Required a suitable environment for the Working & learning of new objectives for long life career skills. Willing to Working in a competitive environment for the abilities in subjective fields.

## PROFESSIONAL WORK EXPERIENCE:

I have above then 3 years Experience

- ✿ Worked as “CUSTOMER SERVICE REPRESENTATIVE” at ZAM ZAM HOTEL PAKISTAN, in the region of khushab of 13 month

Responsibilities: Provided primary customer support to internal and external customer Answered product and service questions suggesting other offerings to attract potential customer Responded to customer request for product service and company information Answered customer telephone calls promptly to avoid on-hold wait times.

- ✿ Worked as “FILLING CLERK AND CHINES ASSISTANT” at yii pulli karot hydro power project Pakistan with chines company 14 month

Responsibilities: Maintaining confidential information and improving falling system to run more efficiently and confidential tracked incoming outgoing files material and maintained accurate records and potential discrepancies responded to internal and external requests foe information work flecible secdules and extra shifts tro meet business need

## ACADEMIC EDUCATIONAL

2017 - 2019 : Intermediate (FSC) From BISE SARGODHA.

2015 - 2017 : Matric (Science) From BISE SAROGODHA.

## CERTIFICATION / ADDITIONAL SKILLS:

**Computer Diploma (One Year):** MS Excel, MS Power Point, MS Word & MS Office Outlook.  
From Bytes its center sargodha

## LANGUAGE SKILLS:

- **English** (Read, Write, Speak, Type)
- **Urdu** (Read, Write, Speak, Type)
- **Punjabi** (Read, Write, Speak, Type)

## **PERSONAL INFORMATION:**

- Father's Name: Muhammad Qasim
- Religion: Islam
- Nationality: Pakistani
- Passport number: Dk4853571
- Marital Status: Single
- Date of Birth: December 24 2000
- Domicile: Sargodha

**REFERENCE:** All documents and references will be furnished upon demand.