



HUNAIN KHAN

Customer support Representative

PERSONAL PROFILE

I am a Customer Support representative with holistic knowledge of PR and dealing with clients professionally. I am also experienced as an Admin officer dealing with office administration work.

WORK EXPERIENCE

Customer Support Representative

Ibex Global (Walmart) | September 2021- present

- ♦ Provide real time support professionally to the customers of International campaign (Walmart)
- ♦ Quickly identify main points of customers and resolve them in no time

Admin Officer

Automobile Company | Jan 2020 - Sept 2021

- ♦ Organizing company records, overseeing department budgets and maintaining inventory of office supplies

Computer operator & Video Graphic editor

Studio | Feb 2015 - Dec 2019

- ♦ Oversees the running of computer systems
- ♦ Ensuring that the machines and computers are running properly
- ♦ Maintains supply inventory by checking stock to determine inventory level.

Editing Video Professionally

EDUCATIONAL HISTORY

Allama Iqbal Open University

A.D In B A Honors (2022)

Govt degree College

BIEK

Intermediate in Pre Engineering (2016)

Dollina Secondry Public School(BSEK)

Matriculation in Science (2012)

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SKILLS SUMMARY

- Customer Relation
- Multi-Tasking
- Prioritizing Customers
- Enterprise Resource Planning
- Adaptability & Quick Learner
- Emotional Intelligence & Control
- Illustrator
- Video Editing
- Evaluation (QA)

PERSONAL INFORMATION

DOB: 11 JUNE 1996
NATIONALITY: PAKISTANI
RELIGION: ISLAM
MARITAL STATUS: SINGLE
CNIC: 42101-11391779