

Syed Mudassir Amjad

Contact

Current Address:

Flat No. 04, 1st Floor, Street Gondi,
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Permanent Address:

House No. 905, Block 05, Shah
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Languages

Urdu
English

Personal Details

CNIC: 42201-8912139-9

Father Name: Syed Amjad Khalil

Religion: Islam

Nationality: Pakistani

Status: Un-Married

References

Reference will be provided upon
request

Objective

I am seeking for company where my experience cannot only improve the status of the company but also automate the working process to the best possible one.

Skill Highlights

- MS Word
- MS Excel
- Urdu Typing
- Adobe

Experience

- ❖ **Sybrid (Pvt.) Ltd (A Lackson Group of Companies)**
From 1st November 2021 till Present
- ❖ **Working as Customer Service Executive Interwood**
 - Order Booking.
 - Customer Complain Handling.
 - Information Providing about Interwood.
- ❖ **Working as Customer Service Executive MCD**
 - Order Booking.
 - Coordinate with Branch and Customer.
- ❖ **Infinix Mobile Company (TTE)**
(1 Year) 2019 to 2020
- ❖ **Working as Fixture Keeper**
 - Handle all the mobile machines fixtures.
 - Provide the fixtures in production departs.
 - Manage the fixtures quantity and report files.

Qualification

Matriculation: Computer Science in (2018) form Karachi Sindh Board.

Intermediate: I.Com in (2020) from Karachi Inter Board.

Certifications

- C.I.T (10 months short course)
- Hardware