

# YUSRA JAWED MIR

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DOB: 12 of April 1999

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## OBJECTIVE

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

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## EDUCATION

- **Bachelor in Computer Science (Current)**

Iqra University, Karachi

- **Intermediate in Computer Science (2016 – 2018)**

Saint Patrick College, Karachi

- **Matriculation in Science (2016)**

Paragon Public School

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## PERSONAL & TECHNICAL SKILLS

- Excellent written and verbal communication skills
  - Highly organized and efficient
  - Ability to work independently or as part of a team
  - Proven leadership skills and ability to motivate
  - Proficient in MS Office
  - Knowledge of Dev C++ (Programming software)
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## EXPERIENCE:

- **Customer Representative**  
**Baby Nest Boutique – Online shopping platform B2C**
  - Work from home (8 hours shift)
  - Handling customer queries
  - Making telephonic communication with each customer for order confirmation
  - Order processing with back end operations and data management
- **Sales Representative**  
**Creative Circle(Italian Kitchens)**
  - Office Work(11-7:30)
  - Customer dealing.
  - Handles marketing.
  - Designing of kitchens.
  - Handling accounts.

