

Ibrahim Khan

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Karachi, Sindh 74800

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Brief Introduction:

My name is Mohammad Ibrahim. I am currently completing my bachelors in PAF KIET in the faculty of computer science and have completed my Intermediate as a pre- engineering student from Karachi. Grew up in Jeddah KSA. Studied in a British School until Matriculation and have been part of different debates in School.

Professional Summary:

Proactive Student with superior skills in Specific Language, Computers and Conversation. Eager to bring value to Industry establishment through hard work and commitment to quality. Offering demonstrated success in task through actions.

Skills:

- MS Office
- Language Variation
- Excellence in English Communication
- Time Management
- Confident and Intellectual
- Front-end Development (Intern)

Work History:

- **December 2020 – Present**

Freelance Content Writing

- 1) Writing informative articles for client.
- 2) Making sure articles are interesting.
- 3) Writing reviews.
- 4) Project based part-time job.

- **June 2020 – November 2021**

Pinnacle Enterprises Karachi

Customer Support Executive:

1. Solving customer queries over different mediums (emails, calls, chats).
2. Awarded Employee of the month several times.
3. Keeping a follow-up on pending orders or customer related queries.
4. Maintaining sheets holding product data.
5. Named Employee of the month in the second month of joining the institution. (Quick Learning)
6. Retaining customers through excellent verbal and written speech.

- **December 2019- February 2020**

Abs Technology Karachi, Sindh

Customer Service Representative/Accountant:

1. Giving quotes and answering queries of customers regarding the product.
2. Giving daily updates to delayed customers in order to keep a good relationship with old customers while making a base for new ones.
3. Make sure any customer payment is not left due.
4. Handling tough situation with power of speech in order to resolve the problem as well as not losing our business with the customer.

- **January 2019-Present**

Freelance Karachi, Sindh

Professional Gaming:

1. Playing weekly tournaments at League of Legends.
2. Very high knowledge of Computer Functionality due to gaming.
3. Carrying and growing up as a team.
4. Team Play is the top priority.

- **May 2019 to September 2019**

Docs-To-Data Karachi, Sindh

Data Mining & Entry:

1. Produced monthly target reports using Excel spreadsheet functions.
2. Typing speed above par.
3. Corrected any data entry error to prevent later issues such as duplication or data degradation.
4. Verified accuracy of data before transcribing.
5. Completed data entry tasks with accuracy and efficiency.

Education:

Degree	Faculty	College/School
Primary	I-VIII	Hala International School Jeddah, KSA
Matriculation	Computer Science	Pakistan International School Jeddah, KSA

Intermediate	Pre-Engineering	Govt. Degree Boys Gulistan-e-Jauhar No.1, Karachi
Bachelors	Computer Science BS(CS)	PAF KIET. (Currently Ongoing)

Languages:

1. English (Native)
2. Urdu (Native)
3. Arabic (Superior)

Interests:

1. Debates
2. Gaming
3. Reading
4. Programming
5. Sports