

AQEEL NISAR

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PERSONAL PROFILE:

- FATHER's NAME : NISAR AHMED
- CNIC NO. : 42201-4835602-7
- DATE OF BIRTH : September 10, 1988
- RELIGION : ISLAM
- GENDER : MALE
- MARITAL STATUS : MARRIED
- LANGUAGES : URDU/ENGLISH
- NATIONALITY : PAKISTANI

CAREER OBJECTIVE:

To work & pursue a progressive career in a dynamic environment that allows for creative expression, development and offers opportunity for better future prospects. I am looking forward to extend services with reputable organization which will provide me new challenges and opportunities for my personal growth.

EDUCATIONAL QUALIFICATION:

- **TITLE: ABE DIPLOMA IN BUSINESS MANAGEMENT**
 - Institute: South Thames College
 - City/Country Wands worth, London, England
- **TITLE: BACHELORS IN COMMERCE (B.COM)**
 - Institute: D.A Degree College DHA
 - City/Country Karachi, Pakistan
- **TITLE: INTERMEDIATE IN COMMERCE (I.COM)**
 - Institute: Govt. National College
 - City/Country Karachi, Pakistan
 - Duration 2005-2007
- **TITLE: Matriculation in Science**
 - Institute: Paragon Public School
 - City/Country Karachi, Pakistan
 - Passing year 2004

WORK EXPERIENCE:

September 2009 to October 2011

Position: Call Center Executive
Company: Sybrid
Department: Sales out bound calls
Duty Station: Karachi, Pakistan

JOB RESPONSIBILITIES:

- Aware customers about new packages and promotions.
- Forward complain and feed back to executive officer.
- Online E-chat with customers

January 2012 to May 2012

Position: Cash Handling
Company: Ecklee Super Market
Department: Sales
Duty Station: Surrey, England

JOB RESPONSIBILITIES:

- Cash handling
- Daily Income summary and reconciliation
- T account postings

May 2012 to February 2013

Position: Customer Service Officer
Company: Domino's Pizza (London)
Department: Customers Services & sales
Duty Station: London, England

JOB RESPONSIBILITIES:

- Customer Services (Complain, feed back and new offers)
- To implement, supervise and monitor field activities.
- To ensure quality of food.
- To designed operational plan and develop work plan of field staff.

September 2014 to August 2016

Position: Negotiator (Business Development Executive)
Company: Protégé Global
Department: Collections
Duty Station: Karachi, Pakistan

JOB RESPONSIBILITIES:

- Responsible to recover pending medical bills on behalf of our clients.
- Analyzing and answering general questions regarding billing statements and recover contain amounts accordingly.
- Studying the cases and using strong logic to defend the arguments raised by insurance companies.

December 2016 to March 2020

Position: Manager (Real Estate Agent)
Company: The Magnate Group (TMG)
Department: Sales
Duty Station: Karachi, Pakistan

CERTIFICATION:

- **TITLE:** International English Language Testing System (IELTS)
- Institute: British Council
- City/Country: Karachi, Pakistan
- Date: December 2011
- Score: 5.5

SKILLS:

- **JOB RELATED**
 - Excellent qualitative and quantitative research skills.
 - Strong interpersonal and managerial skills.
 - Willingness to travel to other districts or countries.
 - Good report writing skills
 - Passionate, self-motivated and goals for excellence.
- **COMPUTER**
 - Comfortable with various software(s).**
 - Microsoft PowerPoint, Word, Excel, Adobe photo Shop.
 - Printing, Scanning, Documentation and adequate fast typing speed.