

# ARSHAL ASIF

Having 5-6 years of experience in different fields of work like sales and marketing, Hr, administration and personal assistant.



## Experience

- 2020

### ibex | customer care agents

working as customer care agent in ibex solve queries of customers and handling 5 different softwares.

2018 - 2019

### AANCH MEDIA GROUP | Assistant manager

dealing with management and other staff and report to manager also solve employees queries

2017 - 2017

### EFU LIFE INSURANCE | sales executive

maintaining sales and train new employees

2015 - 2016

### Royal media group | Personal assistant

manage office activities, report to the director and management heads, maintain files and records.

2014 - 2015

### Rightway marketing and employees exchange | Assistant Administrator

office procedure, manage records, provide administrative support for the marketing department.



## Education

- 2020

### FEDERAL PUBLIC SERVICE COMMISSION | CSS (Central superior services)

in February 2020 appeared in css exams..

- 2019

### Dadabhoy institute of higher education | bachelor's



## Contact Me



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house# C-50/3 C-area malir karachi, Pakistan

## Awards

English language course

6 months

from. Linguaphile Academia

computer course

6 months CIT

software engineering course

6 months c# language course

## Skills

computer literate ,good communication skills, good presentation skills, good customer handling skills

## Languages

English,Urdu

completed b.com with 2nd division and also have good IT skill just because i have completed 2.5 years of software engineering education from indus university.

- 2014

### **Kent college of science and commerce | intermediate**

completed my intermediate( computer science) with 58 percentage..

- 2012

### **karachi board | matriculation**

completed matric(science group) with 76 percentage.



## **Projects**

- 2016

### **ZITC | occupational safety and health**

seminar entitled OCCUPATIONAL SAFETY AND HEALTH organized by IEEE students branch Indus University & ZITC

## **Interest**

Hr,Administrator,customer service representative, personal assistant

## **References**

reference will be provided on demand.