

AREESHAH KALEEM

Customer Support Executive

CONTACT

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📍 Flat # M1-308, Phase 2,
Country Tower, Sec 15/B,
Buffer Zone, North
Nazimabad., Karachi, 74600,
Pakistan

Date of Birth:
23 12 1999

SKILLS

Customer Service
Microsoft Office
Communication Skill
Effective Time Management
Fast Learner
Ability to Work Under Pressure

PROFILE

Customer Service Representative, dedicated to providing quality care for ultimate customer satisfaction.. Dedicated to identifying customer needs and delivering effective solutions to given problems. Bilingual, hardworking and committed to utilizing my skills to further the mission of a company.

EDUCATION

Matriculation, Board of Secondary Education Karachi
2015

Intermediate, Board of Intermediate Education Karachi
2018

Bachelors in Arts, University of Karachi
2020

EXPERIENCE

Computer Lab Instructor, Info Channel (Institute of IT & Multimedia), Karachi
2015 - 2016

Community Health Worker, EPI (Expanded Programme on Immunization), Karachi
2018 - 2019

Customer Support Executive, Ibex Global, Karachi
2022 - Present

COURSES

Office Automation, STEVTA
2015

CIT, Info Channel (Institute of IT & Multimedia)
2015

REFERENCES

References available upon request