

COVER LETTER

Greetings!

Here's Ameer Muaviyah Saleem Ahmed, Locally based in Karachi's Lyari Town. On Educational phase I'm pursuing my Bachelor's In Arts (B.A. Part II) from The University of Sindh. I have been On the Highest Level's Scholarship by The U.S. Consulate Karachi & U.S. Embassy Islamabad for International Program Called English Works 21st Century Skills. The Program was about to upgrade the Skills as Per the International Standard of The United State of America. After The Scholarship Program I was offered the Internship Program by the Regional English Language Officer (RELO) Pakistan & U.S. Embassy Islamabad Implemented by the Evolution – Igniting Potential. I was part of The Scholarship English Language Program (E.L.P) by the Pakistan American Culture Center (P.A.C.C) & Karachi Youth Initiatives (K.Y.I) I have completed all these Programs with Achievement. Also I studied at The Skill Development Council (S.D.C) Karachi. These are My Educational, Scholarship & Internship Achievements.

On The Professional Careers Path, I am having 7 Years' Experience Being Part of Different Organization's Administrative Departments. I have begun my career as an Office Assistant at The Nisar Sharr Lawyer Office for period of 1.5 years Then After I became Part of The Future Academy Where I served with various portfolio in The Admin Department for 2 years. After, I joined the locally based Non-Governmental Organization Lyari Community Development Project near my neighborhood as an Office Associates working with H.R. Department & Core Management Team of premise for 2 years. Then I joined Sindh Solid Waste Management Board / Hang Zhou Company for the period of 1 year as an Office Assistant to monitor the work drive, managing Labor's & Driver's works in order to report The Zonal Manager (Z.M) regarding the pace of the work.

With These Administration Skills & Experiences also I have been part of some local & International Call Center Offices such as Ufone PTML for local venture KFC Pakistan Campaign & Arc Point Solution for The International Campaign for Australian Energy Base Company for 6 Months. Lastly I was on a Payroll of Daraz Pakistan (Ali Baba Group of E - Commerce) as an Outbound & Live Chat Support Executive In order to educate & update the Seller's regarding The Business Improvement Plan for the more effective approach towards the Customer & The Customer Satisfaction On The Platform for The Better Experiences for the Last 8 Months. By the ending, I'm grateful of your Valuable Consideration & Thanking you in Advance.

Regards:

AMEER MUAVIYAH

AMEER MUAVIYAH SALEEM AHMED

CNIC No: 42301-1198047-9 **Date Of Birth:** 12-07-1997

House No AK-7A-32S-5, Qasar-e-Syed Muhammad Baloch House,
Street No 12/B, Shah Wali Allah Road, Nayabad, Lyari Town South Karachi.

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MOTIVE:

Become A Valuable Asset of Your Reputable Organization. Work in a Professional Environment. Enhance My Experience with Organization & Over Come with Challenges.

PROFESSIONAL EXPERIENCES:

➤ **Outbound & Live Chat Support Executive:**

Daraz Pakistan (Ali Baba Group of E – Commerce)
March 2022 to November 2022
Assigned as Outbound & Live Chat Executive,
In Order to Educate The Sellers About The Ongoing Updates

➤ **Call Center Representative:**

Arc Point Solution – Karachi
February 2022 to April 2022
Assigned As Inbound Call Center Representative for Australian Campaign

➤ **Customer Service Representative:**

Ufone PTML – Karachi
December 2021 to February 2022
Assigned As Inbound Customer Service Representative for the KFC Pakistan Campaign

➤ **Office Assistant:**

Sindh Solid Waste Management Board Karachi (SSWMB / Hang Zhou)
February 2021 to February 2022
Assigned As Office Assistant / Field Supervisor to Ensure the Municipal Works,
Monitored The Work Drive, Management of Labor & Daily Reporting To the Officer

➤ **Administrative Assistant:**

The Future Academy – Karachi
November 2014 to February 2016
Assigned As Front Desk Officer (Receptionist), Promoted to
Cashier, Asst. Accountant, Financial Assistant & Final Post Asst. Director

➤ **Office Associates:**

Lyari Community Development Project (LCDP) – Karachi
March 2016 to April 2018
Assigned As Associate to Make Sure the Requirements, Needs of the Premises &
Support Staff as Per the Requirements of the Center

➤ **Office Assistant:**

Nisar Sharr Advocate Office – Karachi

June 2014 to December 2015

Assigned As Office Assistant To Keep The Record Updated & Sorted, Manage Documentation
& Call Operator For Office Clients

SKILLS:

- Documentation & Record Keeping
- Data Entry & Daily Reporting
- Computer Software Operating / Inventory Works
- Team Management & Team Assistant
- Good Communication (Verbal / Written)
- Administrative Assistant
- Office Assistant
- Front Desk Officer (Receptionist)
- Work Management & Updating

EDUCATION:

➤ **Bachelors Of Arts (B.A.)**

University Of Sindh – Sindh (Allama I.I. Kazi Campus)

March 2021 (Bachelor In Process)

➤ **Intermediate in Humanities/Arts**

B.I.S.E Hyderabad – Hyderabad

May 2018 to December 2020

➤ **Matriculation in Bio Science**

Board of Secondary Education Karachi – Karachi

March 2010 to May 2014

SCHOLARSHIPS:

➤ **English Works (21st Century Skills)**

March to November 2019

U.S. Consulate General Karachi, Regional English Language Pakistan (RELO) & U.S. Embassy Islamabad

Implemented By Evolution – Igniting Potential

➤ **English Language Program**

December 2014 to May 2015

By Pakistan American Culture Center & Karachi Youth Initiative

Implemented By Pakistan American Culture Center Karachi

➤ **Certificate of Info Tech**

March to August 2014

Benazir Bhutto Shaheed Youth Development Program in collaboration with

Net Tech Skills Development Center & Al Faiz Institute of Info Tech (Regd)

INTERNSHIP:

➤ **2nd English Language Expo 2022**

15th January to 8th February 2022

International Conference "Bridging Global Education" at Public Affairs Section of the U.S. Embassy, Islamabad

Managed By Evolution – Igniting Potential

CERTIFICATES:

➤ **Shorthand & Typing (Steno Typist)**

November 2017 to February 2018

Skills Development Council Karachi Conducted By LAMBDA Consulting Group

➤ **Azme Naujawan Training Program**

November 2017 to March 2018

Community Development Program For Better Society

Conducted & Implemented Rose Educational Society Karachi

AWARDS:

- Token of Appreciation By World Learning Institute (WLI) for Services (2022)
- Volunteering Service at the English Language Expo (2020)
- Certificate of Achievement Head Start for Boosting You Employability Skills (2015)
- Certificate of Achievement for English Language Program (2014)

LANGUAGES:

- English
- Urdu
- Balochi

HOBBIES:

- Reading
- Writing
- Research

REFERENCE:

Will be Furnished on Requirement