

DANISH JAVED

Info

PH:

0342-2101896

email

danish.javeed9514@gmail.com

Skills

- Problem solving
- professional composure
- Critical thinking
- Adv. MS office
- Collaborative mindset

Activities and interest

- Participated in HUMUN (Habib University Model United Nation)
- Director committee HRC (human right council) at the leader model united nation
- Current affairs
- International politics
- Football

Certificates

- Assessment of Fundamental and Competencies
- Microsoft Excel 2019/365 CPD Certification
- Financial Literacy Program - SBP

Objective

Interested in the position of a Technical Support assistant, a multi-tasking individual willing to work with utmost capacity and achieve organizational and personal goals and adding value to the organization. Possessing proven abilities of working hard, problem solving, and exceptional interpersonal skills.

Experience

Amazon virtual Assistant

- Worked as a virtual assistant for E-commerce website handling, Account handling, and optimizing sales.
- Participated in contacting suppliers to receive quotations from suppliers

Customer Support Executive ibex, Karachi

- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and/or services
- Ensure a positive Customer Experience ultimately leading to a good Quality Assurance (QA) Score
- Communicate back to customers, track, and resolve any issues regarding the service in a timely and efficient – manner

EDUCATION

Institute of Chartered Accountant of Pakistan (ICAP)
Certificate in Accounting and Finance

Intermediate (Pre-engineering)
Dehli science college, Karachi

Matriculation (science)
F.G Public School, Karachi