

# Muskan Zaheer

Hardworking, punctual and enthusiastic Individual seeking a challenging position in a reputable organisation to expand and utilise my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required. A learner and believe every step ahead is an opportunity to learn and implement through learning. Always try to achieve perfection and contentment through work and acquire new skills.

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☎ 03327922521

📍 Karachi, Pakistan

## EDUCATION

### 2 years Advanced Diploma in Textile Design (ADTD)

Asian Institute of Fashion Design (AIFD) Iqra University

09/2019 - 10/2022

GPA 3.53

### Higher Secondary Certificate HSC (Commerce)

BAMM P.E.C.H.S Govt. College for Women

09/2017 - 03/2019

A GRADE

### Secondary School Certificate SSC (Science)

Bright Vision Grammar School

04/2005 - 04/2017

A1 GRADE

## WORK EXPERIENCE

### Customer Service Representative

Nexus BPO solutions

10/2021 - 03/2022

Tasks

- Resolving customer needs and concerns.
- Processed customer adjustments to maintain financial account.
- Updated account information to maintain customer records.

## ACHIEVEMENTS

Completed 2 years advanced diploma in Textile Design with GPA 3.53 (2022)

A Grade in Intermediate (2019)

A1 Grade in SSC (Awarded with the Certificate and 25000/- cash) (2018)

## SKILLS

Time Management

Problem solving

Quick Learner

Auto Cad

Adobe Photoshop

Adobe Illustrator

MS-office

communication skills

Adaptability

## PERSONAL INFORMATION

Date of Birth

- 09th July, 2000

Gender

- Female

## LANGUAGES

English (Written & Verbal)

Full Professional Proficiency

Urdu (Written & Verbal)

Full Professional Proficiency

## INTERESTS

Painting

Calligraphy

Sketching

Reading

Photography