



# FARAZ NADEEM

0300-2090760

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Falaknaz Pride House no# 709, Karachi



## OBJECTIVES

To attain the peak of success with my hard work and potential in shortest possible time. To yield better work prospective to the organisation, and a competitive working environment to my subordinates with full encouragement and whole-hearted participation.

## EXPERIENCE

2/2020 - 8/2020

### Customer Sales Executive

At **Vertex Bpo Solutions**

Planning and delivering CRM strategies across the organisation with a view to retaining existing customers, increasing brand loyalty and expanding the company brand.

12/2021 - 6/2022

### Customer Service Executive

At **Groceries Done 4U**

Handling customer complaints, provide appropriate solutions. Understanding customer's needs and alternatives within the time limits. Follow up to ensure resolution.

6/2022 - 12/2022

### Customer service executive

At **Ibex global**

Handling customer complaints, provide appropriate solutions. Understanding customer's needs and alternatives within the time limits. Follow up to ensure resolution.

## QUALIFICATIONS

4/2016 - 4/2018

### Matriculation

From **CAA Model School and College**

4/2018 - 4/2020

### Intermediate

From **Government superior science college**

12/2021 - Present

### Bachelor's in Business Administration

From **Indus University**

## SKILLS

### Management Skills

☒ Active learning, multitasking, adapting personality

## PROJECTS

8/2020 - 9/2020

### MS Office

6/2023 - 6/2023

### Team Member Indus MUN VI

3/2023 - 3/2023

### Indus Career Fair (Volunteer)

## ACHIEVEMENTS

6/2023

### Honourable Mention (UN Committee Disec)

From **Indus MUN VI**

Won the Honourable Mention award during the Indus MUN VI session in the UN Committee Disec representing Turkey.

## LANGUAGES

☒ English and Urdu  
Expert

## INTERESTS

Marketing, Business and  
Finance

## PERSONAL INFORMATION

**Father's Name** Muhammad Nadeem  
**Nationality** Pakistani  
**Marital Status** Unmarried

**Date Of Birth** 17/1/2003  
**Religion** Islam

## REFERENCES

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