

AIZAZ KHAN AWAN

INFO

ADDRESS

House Z-352, street 4, mehmodabad gate
Karachi .

PHONE

[+92-112480972](tel:+92-112480972)

EMAIL

Aizazawan153@gmail.com

DATE/PLACE OF BIRTH

21.09.2002/Karachi

SKILLS

Attention to Details
Critical Thinking
MS Office (Excel, Word, PPT) Strong
Communication Leadership
Problem Solving
Decision Making

LANGUAGES

Urdu (Native) English
(Professional)

HOBBIES

Current Affairs
International Politics
Political stats
Economic Activities
Poetry
Sports

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.

WORK EXPERIENCE

- Dealt with negative customer reviews and queries providing technical support and customer satisfaction.
- Creating and maintaining Excel Worksheets with advanced excel formulas and functions.
- Worked as a supervisor and Assistant manager in kababjees bakers have command in maintaining stock and customer dealing.
- Currently working in Visiontech call center in LI campaign .

EDUCATION

Virtual university – (Will take admission)

Software engineering-1st Semester

Intermediate (Pre-Engineering)

APR 2021, SM College, Karachi

Matric (Bio-Science) – Federal Board

March 2019, F.G Public School Cantt, Karachi

ONLINE COURSES

Amazon Virtual assistant– E-commerce, Product Research and Evaluation, Optimization and Selling techniques (for US, UK, Canada, Aus marketplaces). (in process)



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