



Malaika Yousuf

Costumer service

CONTACT

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EDUCATION

2021- till date

BS. MEDIA SCIENCES
BBSUL, Karachi.

2016-2018

INTERMEDIATE
The concept college Makli.

SKILLS

Customers service
Verbal communication
Ability of multo tasking
Browsing internet
Executive support
Office management
Problem solving skill
Good listener

PROFILE

I am highly confident, self-motivated individual on a quest for excellence, seeking opportunities to learn, grow, and contribute meaningfully. I can learn new skills and optimize my academic knowledge by an active member of the organization. I am on a path of continuous self-improvement and growth. I am committed to embracing challenges, pushing boundaries, and making a difference in my journey of self-discovery and achievement.

EXPERIENCE

14/aug/2023 - 09/jan/2024
Abtach pvt ltd

QUALITY ASSURANCE EXECUTIVE

I assure the quality of work, our agents giving to the customers of the company, and trigger any threat if it's there by reporting it to higher authorities.

2021-2021
Ibex Multi International

CUSTOMER SUPPORT EXECUTIVE

I worked at Ibex multi internationals, in a campaign of bank of Khyber as a costumer support representative.

2019 - 2021
Noor Begum Model School

ADMINISTRATOR

As a School Administrator, my role was critical in overseeing the daily operations regarding betterment of institute. I was responsible for managing various aspects of the school, including personal, finances, academic planning, facilities, and community relations.

LANGUAGES

English, Urdu, balochi, pushto, punjabi, sindhi.

HOBBIES

Painting, sketching, writing, singing etc.