

Arbish Muzammil

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Flat No. B-13, Unique Complex near Alladin Park, Block 11, Gulshan-e-Iqbal, Karachi.

0310-2628095

OBJECTIVES

I am currently looking for a job that offers a greater challenge and the opportunity to move forward and help the institution advance efficiently and productively by teaching the students in the best way possible. I keep a clear head even while under pressure and prioritize what's important.

EDUCATION

- BBA
(Currently from IQRA University)
- Intermediate in Pre-Medical
(From Board of Intermediate Education Karachi, 2020)
- Matriculation in Science
(Board of Secondary Education Karachi 2018)

EXPERIENCE

Hello International Marketing Solution (3 Months)

➤ Job Description

In charge of answering customer calls, listening to their concerns and solving problems. Handle both inbound and outbound phone conversations with clients to make sure everyone quickly gets the

help they need .

SAYYY Consultancy (Current JOB)

Date Of joining: 06/20/2022

➤ Job Description

Collections(3 Months)

Seeking to collect overdue money generally engaging in a lawful activity. Negotiate with adjusters and practices primarily in the areas of commercial litigation.

- Then moved to another Department: **Order Entry(Current Job)**

Working in Order Entry Department. Arrange and update US applicant data on a given portal. Manage verification calls in USA over different states. Give training to new candidate.

SKILLS

- Communication
- Time Management
- Organization
- MS Office
- Web Designing

LANGUAGES

- Urdu
- English

REFERENCE

- Will be provided upon request