

# DANISH JAVED

## PROFILE

My Strong deductive reasoning skills inbuilt in me a practical approach to problem-solving and a drive to see things through to completion. I am a proactive and diligent individual who is able to prioritize tasks and balance all spheres of life. An avid learner looking to explore opportunities and mediums to further polish my skills.

## INFO

### Address

Lucky star Saddar, Karachi.

### PH:

0342-2101896

0307-3998652

### email:

[danishjaved388@gmail.com](mailto:danishjaved388@gmail.com)

### LinkedIn:

[linkedin.com/in/danish-javed](https://www.linkedin.com/in/danish-javed)

## ACTIVITIES AND INTEREST

- International Politics
- Football
- Current affairs

## KEY SKILLS:

- Problem solving
- professional composure
- Critical thinking
- Collaborative mindset
- Microsoft Excel
- Teambuilding

## EDUCATION

**Certificate in Accounting and Finance (CAF)**  
**Institute of Chartered Accountant of Pakistan (ICAP)**  
**FTS-37**  
**CRN: 133841**

## INTERMEDIATE

Govt. Dehli Science College  
July 2019 - June 2021  
Science ( Pre-Engineering )  
Marks **94.91%**

## MATRICULATION

F.G Public School Karachi, Cantt  
July 2017 – June 2019  
Science  
Marks **82.00%**

## PROFESSIONAL EXPERIENCE

### Customer Support Executive ibex, Karachi

- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and/or services
- Ensure a positive Customer Experience ultimately leading to a good Quality Assurance (QA) Score

### Amazon virtual Assistant

- worked as a virtual assistant for E-commerce website handling, Account handling, and optimizing sales.
- Participated in contacting suppliers to receive quotations from suppliers

## CERTIFICATES

- Assessment of Fundamental and Competencies
- Microsoft office
- Presentation and Personal Effectiveness