

Curriculum Vitae

ABDUL GHAFFAR

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Myself

I am a person with positive attitude, self-confidence, quick learner, Who works whole-heartedly in each and every activity taken up and thereby achieve excellence; I consider myself to be a work-oriented person having assets of intellectual knowledge, sociability and a flavor to do work in any atmosphere.

Personal Detail

➤ Father's Name	: Muhammad Mukhtar
➤ Date of Birth	: 25-02-1998
➤ Marital Status	: Single
➤ Nationality	: Pakistani

Education

CMA:

Graduation from ICMAP

FSC:

Islamabad Model College for Boys G-10/4 Islamabad.
(2013 - 2015)

MATRIC:

Islamabad Model School for Boys I-10/2 Islamabad.
(2013)

Computer Skill

- MS OFFICE (MS word, MS Excel, Power point)
- 50 words per minute typing
- Detail-oriented
- Flexible
- Accurate
- Attention to detail
- problem-solving
- confidentiality
- Reliability
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal

Experience

- I have one-year Experience of Customer Support Executive (CSE) in UK Based Travel Agency.
- I have Experience of Sabre, World span and Amadeus Software's used in Travel Industry
- I have one-year Experience of Customer Support Executive (CSE) in UK Based Cab Company
- I have Experience of 2 main software's Auto Cab (Ghost) & Icabbi used in Cab Industry
- I also have Experience of USA Based Call center as well.

Language

- English
- Urdu
- Punjabi

Reference

Reference will be furnished on demand.