

Nouman Siddiqui

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923002909927



Karachi, Pakistan



15 December, 1995



I am a committed and hard working individual who enjoys a challenge. In addition to strong communication skills, I am able to work effectively in a team. I can also demonstrate advanced problem-solving skills and thrive under pressure. My drive and ambition ensure I am a valuable addition in your organization .

EDUCATION

Diplome in Graphic Design Arena Multimedia

Courses

- Adobe Illustrator
- Adobe Photoshop
- Adobe Indesign
- Corel Draw

Matriculation

Scientific Grammar School

ACCA

Association of chartered certified accountants

03/2021 - Present

WORK EXPERIENCE

Chat Support Executive

Ibex Global Pakistan

09/2021 - 06/2022

Karachi, Pakistan

Achievements/Tasks

- Respond efficiently to customer inquiries via the digital live chat program with accurate information
- Finding resolution of customer queries by interacting with the concerned departments and getting back to the customers with solutions

Operation Coordinator

Leopards Courier Services

01/2019 - 02/2021

Achievements/Tasks

- Coordinate the activities of staff members by effectively and efficiently handling scheduling and work assignment duties.
- Sipervise daily operations of all departments including order generation,help desk function, mail pickup,and delivery and shipping and receiving.
- Ensure that all staff member are working in compliance with the company's procedures and protocols.
- Identify problems in operations processes and ensure that they are resolved on a time-efficient manner.

Soldier

Janbaz Force Pakistan Military

12/2017 - 12/2018

Jr. Project Officer

Hamdard Company

01/2017 - 11/2017

SKILLS

Ms word

Ms Powerpoint

Audio/ Video Editing

E-mail Communaction

Ms Excel

Ms Outlook

ACHIEVEMENTS

Lead the team

Built all daily work schedules. Grew the team through direct performance feedback and annual appraisals.

LANGUAGES

Urdu

Full Professional Proficiency

English

Professional Working Proficiency

INTERESTS

Football

Traveling

Health & Nutrition

Music

Arts