

RESUME

NAVEED AHMED

Address:

Rehman Pura icchra Road
Lahore.

Cell # 0300-0080896

Objective:

Want to serve a reputed and prestigious organization, which offers constant challenge, Growth potential and learning environment. So that being a professional I can improve My skills.

Qualification

- Matric Lahore Board.

Computer Skills

- Microsoft Word
- Microsoft Excel
- Windows Installation
- Also I know the **Peach Tree** Accounting Software
- Good Communication Skills

Job Experience

Nine Year Experience (29, June 2011 to 30 Aug 2020)

Beaconhouse School System Pvt Ltd

(One of the leading and well reputed School Group in Pakistan)

Worked an Phone Exchange / CCTV Operator

Monitor All "CCTV" Screens
Alerting Security Staff and Police
Phone Attend and Transfer
Daily Mail received and dispatd
Meeting arrangements
Report the monthly attendance

Job Experience

City School System Pvt Ltd.

06 Month Experience (10 September 2020 to 10 March 2021)

(One of the leading and well reputed School Group in Pakistan)

Worked as Telephone Exchange operator

An operator must answer phones,
As they are the ones who will be maintaining the
Switch board area.
The operators take care of making sure that calls
are transferred to the right person.
When operating the switchboard, the operator must
Screen and route calls to the appropriate person.

Job Experience

Haji S. Ameer Din & Sons

Is the oldest firm in the field of ophthalmology in Pakistan

Joining January 2023 & Still Continue

Worked as a receptionist

Personal profile

Father's Name	Malik Niamat Ali
Date of Birth	02/10/1989
Religion	Islam
Marital Status	Married
C.N.I C	35202-1894157-1
Nationality	Pakistani
Domicile	Punjab (Lahore)

Reference

All Personal and Professional references will be provided on request.

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