

# IZAZ AHMED

I-9/3 markaz islamabad PO/BOX-- ISLAMABAD SAIDPUR (KHAAS)

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## Objective

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To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## Education

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- **Abdul wali khan University mardan**  
Beachlor of ARTS  
49.5%

## Experience

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- **Sohail And Company** 1-April-2019 - 5-Nov2019  
Assistant Manager  
\*Managing all bill of office  
\*Office files managing  
\*Hr Issues on need base
- **Al-Raziq Distrbution** 5-Feb-2020 - 30-Feb-2021  
Store Keeper & Wear House incharge  
\*Distrbut stock in local area of islamabad and KpK  
\*Distrbution of COVID-19 equipments  
\*from Islamabad Unicef Wear House  
\*UNICEF campaign
- **Family shopping Mart** 9-Mar-2021 - 9-Nov-2021  
Cashier & sales Operater  
\*Sales spot  
\*Customer Handeling  
\*incomming call order punching  
\*Sales order Punching  
\*Inventories
- **Sybrid Islamabad** 10-Dec-2021 - 05-May-2022  
CSR-Customer sales Representative  
\*On Telnor Micro Finance Campaign  
\*Sales of Doc-Health.com
- **Abacus Consulting** 6-May-2022 - 20-Agust-2023  
CSR-Customer Services Representative  
\*On JAZZ Networking As A Helpline CRO  
\*Customer Relationship Officer  
\*Handling customer issues about Networking  
\*Sim Blocking Unblocking  
\*Using of CSRTB  
\*Using KMS Programs
- **DURA-FLOW Private Limited** 07-12-2023 - Currently working  
Quality Checker & Assistant of Junior Admin  
\*Loading Stock Quality checking  
\*Punching sales order  
\*Handling Admin issues  
\*Handling HR issues  
\*Handling Purchase Order  
\*Leading Two different Team

## **Skills**

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- Sales
- Accounting
- Admin issues
- HR issues
- Sales Order Punching
- Record keeping
- Data entry
- Lead Genrating
- Ms office
- Excel
- Customer Services

## **Languages**

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- Pushto
- Urdu
- Punjabi
- English