SHEIKH MUZAMMIL SAEED

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| House No. R-53, Sector 15A-4,Buffer Zone, North Nazimabad Town, Karachi.Cell: 0331-0321020Email: sheikh.muzammil@hotmail.com |
| PROFILE  | A Hardworking person with the ability to work well both independently and in a team. Boldness and vision to initiate new ideas and implement innovative approaches through strategic direction. Excellent communication and presentation skills underpinned by an enthusiastic and practical approach.  |
| EXPERIENCE | * 6 Months worked as Customer Care Representative (CRO) in Innovative Traders.
* 1 Year worked as Call Center Agent in 3com (Pvt) Ltd.
* 02 years worked experience as an Admin officer in Shafi Groups.
* 01 year worked as an Admin officer in Super Groups.
* 02 years worked as a Senior Business Development Executive in ICM JAPAN (worldwide used car export company of Japanese cars) effective from 2016 Feb to 2018 June.
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| OBJECTIVE | To pursue a career in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and to develop my professional skills.  |
| STRENGTHS  | * Excellent communication and presentation skills underpinned by an enthusiastic and proactive approach to handle challenging situations tactfully.
* Extensive expertise in training and development.
* Ability to think outside the box.
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| QUALIFICATION  | * B.Com from Govt. College of Commerce Hyderabad Sindh in the year 2010.
* Intermediate from Govt. City College Hyderabad Sindh in the year 2006.
* MS-Office from Digital Institute of Computer Science in the year 2005-2006.
* English Language Program from Pakistan American Cultural Center (PACC) level 1 to 4 in the year 2003-2004.
* Matriculation from Meraj Public School Karachi in the year 1999.
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| PERSONAL INFORMATION  | Father’s Name : Sheikh SaeedDate of Birth : 10th January 1983CNIC # : 42101-0680732-7Nationality : PakistaniMarital Status : Single Domicile : Karachi, SindhReligion : Islam  |