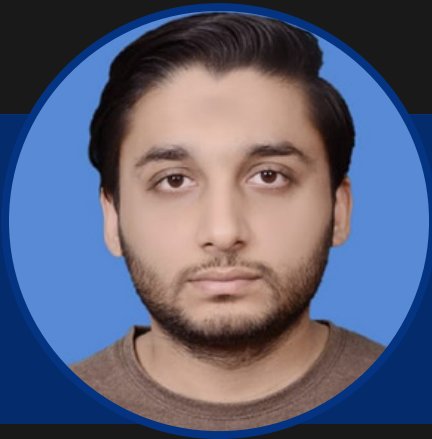




SYED NAJAM UL HASAN

About Me

I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties.



+971-557443757



syednajam3777@gmail.com



AL-WASL (JUMEIRAH)



Passport # SU2746091

Language

- English
- Urdu
- Punjabi

Expertise

- Documentation
- Active listening
- Office management
- Data Entry
- Microsoft Office
- Committed Customer Service
- Good communication skills
- Critical thinking
- Teamwork
- Computer skills
- Problem solving skills

Experience

DC Assistant at Deputy Commissioner Office 2014 - 2017

Worked as a Deputy Commissioner Assistant at Deputy Commissioner Office. Manage Daily, weekly and monthly reports on all project activities to the Deputy Commissioner office. Convene a meeting for purpose of maintaining public order and safety in District.

SNA Assistant at Deputy Commissioner 2017 - 2020

Worked as a System Network Administrator Assistant at Deputy Commissioner office. Manage Daily, weekly monthly reports on all project and activities to the DC office. Arranges meeting for purpose of maintaining public order and safety in District

Customer Service Representative at E-KHIDMAT MARKARZ 2020 - 2022

Worked as a CSR more than 01 Year at E-KHIDMAT MARKARZ. Work with clients who have complaint or require information about services from the organization.

Supervisor at Interloop 2022 - 2023

Worked as a Supervisor at Interloop Faisalabad for More than 01 Year.

Education

Intermediate in Humanities

Board Of Faisalabad.

Matric With Computer Science

Board Of Faisalabad.

Skills Summary

Office Management	80%
Network Assistant	75%
Report writing	75%