

Chandni Muhammad Munir

Personal information:

Email: Musharafmuneer1111@gmail.com

Mobile: 0504592281

Date of Birth: 8/3/1997

Place of Birth: Dubai

Gender: female

Nationality: Pakistani

Visa status: residence

Languages: Urdu/English

Objective:

Intend to get a job to utilize my skills and abilities into practice for mutual growth and benefit

And make endeavors towards the way innovative creative and excel my skills

Duties and Responsibilities:

- Dealing with the queries from the public and the customer and attending them accordingly
- Immediate response to customers
- Receive and sort mails and deliveries
- Maintain appointment dairy either manually or electronically
- Providing excellent customer service with satisfaction
- Greeting the people entering the organization

Personal qualities:

- Quick learner
- Leadership
- Can perfectly manipulate the situation
- Excellent communication skills
- Passionate and determined in work
- Effective strategies for improvement
- Self confidence and great passion

Academic profile:

- ✓ Intermediate from PEA 89% 2011-2012
- ✓ High school from PEA 78% 2013-2014
- ✓ Awarded with gold medal for the excellent leadership qualities from college(LAcc)
- ✓ Certified in BBA with A grade
- ✓ Bachelors in Business Administration Bba from ubis university switzerland

Computer skills:

- Microsoft word
- Ms office
- Ms PowerPoint
- Ms excel
- Emailing Internet etc

Extracurricular activities:

- Senior prefect at school
- President of commerce group
- helped in organizing events at school

Interest:

- Socializing with people
- Sports
- Doing researches
- Designing home decoration and painting

Experience

- Call centre representative at good and well cleaning services for one year
- Administration at arif abdullah meat trading