

MUHAMMAD KAMAL



About Me

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting.

Personal info

- Father Name: **Abdul Raziq**
- DOB : **1/12/1995**
- CNIC : **71501-2213330-5**
- Status: **Unmarried**

Expertise Skill

- Customer Service
- Invoice Generation
- MS Excel
- MS Word
- Data Entry & Management
- Graphic design in Canva
- Cold Calling

Contact Me

- 📞 +92 341 5209995
- ✉ kamiddr@gmail.com
- 🏠 Riaz Road Jutial Gilgit

Education

- **Matriculation:**
2012-2014
Computer Science
Federal Board Islamabad
- **Intermediate:**
2014-2016
Intermediate in Commerce & Economics
KIU Board GB
- **Bachelor's degree:**
2016-2020
BS (Hons) Peace & Conflict Management
NUML Islamabad

Work Experience

- **Customer Services Representative**
2019-2020
I was working online with an American Software Company as a Customer Services Representative.
Duties: Customer Support, Invoice Generation, Quote Generation, List Building, Weekly & Monthly Reports, Calling, Email Handling, etc.
- **Lead Generation & Appointment Setter**
2020-2021
I was working online with an UK Based Company "SilverLight Research."
Duties: Lead Generation on LinkedIn 500-600 qualified leads, Data Entry, Maintain Leads, Cold Calling, Appointment Setter for Director.