

# 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

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- ✉ kamidrr@gmail.com
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## 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.