



## KHURRAM HAFEEZ

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### Objective

i want to utilize my skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

### Experience

- **EMAAR Group.** September-2023 - Continue  
Receptionist
  - Greeting visitors.
  - Answering the telephone promptly and courteously.
  - Direct visitors to correct person.
  - Handling Resident complaints and transferring to relevant departments.
  - Customer service.
- **Martin Dow pvt Ltd.** October-2018 - Feb-2023  
Territory Manager
  - As Medical Representative my duties typically include to sales and marketing , build relationships with customers.
  - Launching new products in the market.
  - Achieving area sales targets.
  - Record keeping and reporting.
  - presenting products related data in hospitals with doctors.
  - monthly and annually action planing for growth in sales.

### Education

- **University of Sargodha** 2018  
Bachelors In Arts
- **Wings Computer and Commerce College Chakwal.** 2015  
I.Com
- **Government High School Chakwal.** 2013  
Matriculation

### Achievements & Awards

- **Infotech Technical Institute.** Diploma in Computer Science. Windows, MS Office ( Excel, Word , PowerPoint ) In-Page , Net suffering and Typing.  
September 2020 - Feb 2021

### Skills

- Excellent Communication skills
- An active Listener
- Multitasking
- Customer service
- MS Office Suite (Word, Excel & Power Point)

### Passport

- CG6514071

### Languages

- English
- Urdu