

Muhammad Ilyas

Computer Science Engineer

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Professional Summary

Recognized for team-building and leadership skills and determination to lead by example to motivate united teams. Well organized, resourceful, good natured, and qualifications a self-starter. Willing to learn new procedures and is a fast learner.

Education

- Bachelor Degree in **COMPUTER SCIENCE** from Abbottabad University of Science & Technology, Pakistan (2016 – 2020)
- FSC from Degree College, Abbottabad Pre-Engineering, Pakistan (2014 -2016)
- Matriculation from Govt.High School Abbottabad Pakistan (2012-2014)

Experience

Worked as Customer Sale representative

Organization: Sapphire Pakistan

Tenure: Dec, 2022 to Nov, 2023

Major activities involved in:-

- Inventory Controller
- I build and maintain positive relationships with customers, ensuring their satisfaction and loyalty.
- Stock & display maintainer
- To maintain a customer focused environment
- Implemented innovative sale strategies
- Follow the instructions and execute the tasks.

Description

- Performs acceptable volume of work in timely, efficient and accurate manner.
- Performs duties in accordance with priorities assigned by supervisor or production manager.
- Performs data verification duties as required.
- Keys correcting entries as indicated by verification or other warning.
- Communicates with supervisor and control room operator over various technical issues.
- Demonstrates high levels of safety awareness and notifies supervisor of potential hazards.
- Follows the security and privacy policies, standards and guidelines in order to protect the informational assets of both the company and their customers.

Certification In IT

- (6 month Program in 2020)
- I joined CIT as an internship program held at Comsat University Abbottabad Pakistan. It is six month internship program sponsored by Prime Minister Scheme Kamiyab Nojawan.

Skills

- Microsoft Office
- Excel
- Internet Browsing
- Data Entry

Leaderships

- Self-Motivated
- Disciplined and Dedicated
- Problem Solving and Quick Decision Making Skills
- Customer dealing

Language

- English
- Urdu
- Hindi