



Sarmad Naeem

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Summary

To make life challenging through a creative and competitive environment where I have the opportunity to assert strong sense of responsibility to know about the real world lead ahead of me. Fast and effective I want to be part of your success by offering high quality work, responsibility and keeping deadlines.

Skills

- Adobe photoshop
- MS Office
- Internet
- Computer Hardware and software installations
- Basic computer applications
- Computer Hardware
- Able to lead or to work as a part of a team
- General repair and maintenance of Computer
- Assembling/Disassembling of Computer
- Computer upgradation
- Dealing with customers
- Social Media

Employment History

Insurance agent at Jubilee life insurance Pvt , jhelum, Punjab Pakistan

June 2014 -December 2015

Explains various insurance policies and products to potential and existing clients; guides clients in selecting coverage to best meet their needs. Suggests modifications and updates to clients existing insurance policies. Builds customized insurance policies and packages to meet clients needs.

Cashier and Data entry operator at Al Hameed Currency Exchange , jhelum, Punjab Pakistan

Feb 2016 -Oct 2018

Handling high amount of cash. Responsible to Prepare, compile and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files.

Oct 2018 -Present

Handling reception and providing excellent customer service. Ensuring the security, safety and well being of all personnel and visitors Complete reports by recording observation, occurrence and surveillance activities . Adhere to all company service and operating standards. Prevent loses and damage by reporting irregularities, information violator of policies and procedures. Respond to emergencies to provide necessary assistance to employees and customers. Follow procedures various initiatives, including fire prevention, property patrol,traffic control and accident investigation. Contribute to team efforts by accomplishing related results as needed.

Education

Government Comprehensive high school jhelum Pakistan Jhelum, Punjab Pakistan --- Matric in Medical science (Biology, Physics and chemistry)

Nov 2010 - July 2012

Post graduate college G.T Road Jhelum Pakistan Jhelum, Punjab Pakistan --- Intermediates in Computer science (Computer, Statistics And Mathematics)

Oct 2012 - November 2014

Bukhari college science and Commerce (University of Gujrat) Jhelum, Punjab --- Bachelor's in Computer science (Computer,Statistics And Mathematics)

09-Aug-2016

Vocational training institute Jhelum , Punjab Pakistan --- Diploma in Computer hardware and Networking

2017

Language

- English
 - Urdu
 - Punjabi
 - Hindi
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