



Pakistani  
Al Qusais 2,  
UAE 24-10-  
2000  
male  
nomanejaz7576@gmail.com

NOMAN EJAZ

Customer Services Representative

## SOCIALMEDIA

+923027576668

## PROFILE

Dedicated and detail-oriented professional with a diverse background in accounting, education, and consulting. Proven ability to manage financial operations, develop business processes, and deliver exceptional educational experiences. Seeking opportunities to leverage skills and expertise for the growth and success of an organization.

## EDUCATION

2017 → 2019 High School Diploma  
Prime Science Higher Secondary School  
Rohillan Wali, Punjab, Pakistan

11-2019 → 05-2023 Bachelors of Science  
University Of Education Lahore

## Work experience

- 08-2022 → 03-2024  
Hashim Shopping Centre, Pakistan  
Customer Services Representative
- Responding to customer inquiries within company hours, troubleshooting tech problems.
  - Handling complaints to building strategies for improving the overall customer experience and fostering loyalty.
  - Responded to customer inquiries and provide assistance with computer-related tasks.
  - Maintained inventory of computer equipment and peripherals, ensuring availability of necessary resources.
- 04-2021 → 05-2022  
HR Marketing And Consultant  
Accountant
- Prepared detailed financial reports, including balance sheets, profit and loss statements, and cash flow statements, by analyzing account information.
  - Audited financial documents to ensure accuracy and compliance with regulatory standards.
  - Developed and documented business processes and accounting policies to streamline operations and enhance efficiency.
  - Collaborated with cross-functional teams to provide financial insights and recommendations for strategic decision-making.
  - Communicated regularly with clients to address any financial concerns and provide guidance on financial planning and budgeting.
- 10-2020 → 03-2021  
Awais Grammer Science School Rohillan Wali  
Science Teacher
- Implemented effective teaching strategies to engage students and foster a positive learning environment. Conducted assessment to evaluate student progress and provided constructive feedback to support academic growth.
  - Organized and supervised extracurricular activities, including sports events and cultural programs, to promote student development and well-being.

## PERSONAL SKILLS

- ✓ Able to work on my initiative or as part of a team
- ✓ Strong communication and interpersonal skills
- ✓ Managing tasks and problem-solving skills
- ✓ Ability to adapt and learn quickly

✓ Proficient in computer applications, including Microsoft Office Suite

## SOFTWARESKILLS

Microsoft excel ☒☒☒☒☐☐

Microsoft Word ☒☒☒☒☒☐

Microsoft Power Point ☒☒☒☒☐☐

## LANGUAGES

English ☒☒☒☒☐☐

Urdu ☒☒☒☒☒☒

Hindi ☒☒☒☒☐☐

## HOBBIES

