



MUHAMMAD IMRAN

Customer Service Representative

CONTACT

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- Dera Dubai, United Arab Emirates
- Dera Dubai, United Arab Emirates
- Pakistani

EDUCATION

2018 - 2022

GOVT. COLLEGE UNIVERSITY,
FAISALABAD, PK

- Bachelor's in Business Administration

2014 - 2016

GOVT. COLLEGE JAHANIAN, PK

- Fine Arts

SKILLS

- Commitment
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu

PROFILE

"Recent graduate with a degree in Business Administration. Eager to apply skills and knowledge in a dynamic work environment. Looking for opportunities to grow and contribute to a team."

WORK EXPERIENCE

Aspire Group Of Colleges, PK

2021 - 2022

Customer Service Representative

Core Responsibilities:

1. Provide information and support to students regarding admissions, courses, and campus services.
2. Handle inquiries and complaints from students, parents, and visitors.
3. Maintain accurate student records and assist with administrative tasks.
4. Coordinate with academic and administrative departments to resolve student issues.

REFERENCE

"I'm a quick learner, ready to take on new challenges."