

Curriculum Vitae

ABDUL GHAFFAR

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Myself

I am a person with positive attitude, self-confidence, quick learner,
Who works whole-heartedly in each and every activity taken up and thereby achieve
excellence;
I consider myself to be a work-oriented person having assets of intellectual
knowledge, sociability and a flavor to do work in any atmosphere.

Personal Detail

- Father's Name : Muhammad Mukhtar
- Date of Birth : 25-02-1998
- C.N.I.C No. : 33402-0379424-1
- Marital Status : Single
- Nationality : Pakistani
- Height : 5.4 feet

Education

ICMA:

Graduation in ICMAP. (ON GO)

FSC:

Islamabad Model College for Boys G-10/4 Islamabad.
(2013 - 2015)

MATRIC :

Islamabad Model School for Boys I-10/2 Islamabad.
(2013)

Computer Skill

- MS OFFICE (MS word, MS Excel, Power point)
- 50 words per minute typing
- Detail-oriented
- Flexible
- Accurate
- Attention to detail
- problem-solving
- confidentiality
- Reliability
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal

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Experience

- One year of Experience in call center as International Sales Executive (CSR).
- One year of Experience in International airline ticketing agency (UK BASED).
- Worked on SABRE RED & WORLD SPAN.
- Worked as a CSR in international Cab company (UK BASED)
- Worked on AUTOCAB (Ghost) & ICABBI Software

Language

- English
- Urdu
- Punjabi

Additional Skills & achievements:

English :(Language proficiency).

Teaching :(Quality education teaching);
English, Urdu, Islamic, Drawing, Social science, General science, Computer.

Attended seminars/Conferences/Workshops:

I attended workshop of strategic plan (2015-2022) in Islamabad.
Attended & organized the seminars as career counselor of students.
Attended many more seminars, workshops, & conference on Education.

Reference

Reference will be furnished on demand.