



ABDULLAH SAFDAR

SUMMARY

I seek challenging opportunities where I can fully use my skills for the success of the organization.

☎ 0317-6747766

✉ abdullahignore77@gmail.com

📍 islamabad Pakistan

Education

2023

3 Years Diploma Of associate Engineering in Petroleum Technology

2019

HSSC

Board Of Intermediate & Secondary Education ISlamabad

Skills

- Professional Appearance
- Data Management
- Computer Operating
- Customer Dealing
- Organized and Efficient
- Communication Skills

Experience

Call Center Islamabad

2022

- Trained New Staff in Relevant Processes and Procedures
- Provide Support To Junior Staff During Peak Periods Of Overloads
- Organized regular Meetings with all stakeholders to ensure clear communication between departments
- Developed Strategies to increase Team productivity and improve customer service Level

Manager

Universal Cabs Private Limited

2023-2024

- Schedule Daily Route Plan For The Shifts
- Deals With New & Existing Customers Daily
- Make Records Of Daily Expenses in MS Excel
- Managed Data of Customers

Account Assistant

Blue H2O Private Limited

Continue

- Make Bills Of Customers At the End Of Every Month
- Deals With Customers And Resolve Their Queries
- Make A Rrpost of Profit and Lose In Every Month
- Manage Data of Every Bill Customer as well as daily cash customer

Languages

- Urdu
- English
- Punjabi

Reference

Reference Will Be Provided On Demand