**CIRRICULUM VITEA**

****

**MUHAMMED LUQMAN**

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**D.O.B**: ***04 August, 1987***

***Manama, Kingdom of Bahrain****.*

**OBJECTIVE:**

To achieve a responsible position where my ability and education are utilized. Aspire for a Carrier that would provide sufficient opportunities for continued growth, challenges and achievements

**SUMMARY:**

* Experience in the field of Accounts, Cashier, Teaching, Sales & Computer hardware, etc.

**EDUCATION HISTORY:**

**QUALIFICATION:**

* Matriculation in science Garrison Cadet high school Lahore, Pakistan
* Intermediate in commerce from Standard College of Commerce Lahore, Pakistan
* Bachelors in Commerce from University of Punjab, Pakistan

**Diploma:**

2009-2009 Diploma in Computer Hardware Troubleshooting from Supertech College of I.T, Pakistan

**COMPETENCIES:**

* **Company**: BMI Bank (Bahrain)

**Designation**: call operator

My Responsibility was taking the calls of customers and giving the solution of their problem & briefs them how they benefitted them.

**Period:** Feb, 2010 to Sep, 2010

* **Company:** Windows Internet (Bahrain)

**Designation**: Counter Sales

My Responsibility was to check Computer Problems, handling Customers, calculate daily sale etc.

**Period:** Oct, 2009 to Jan, 2010

* **Company:** U-Fone Customer Care (Call Centre), Pakistan.

**Designation:** Call Operator

My Responsibility was to Route incoming telephone Calls.

**Period:** Aug, 08 to Jul, 09

* **Company:** Standard Chartered Bank( Pakistan)

**Designation:** Team leader of sale dept.

My responsibility was Team management.

Reach the Targets.

Give a brief to the Executives how to work.

 **Period:** Jun, 07 to Jul, 08

**Additional Qualification:**

* Microsoft word
* Computer hardware
* Typing 25 w.p.m
* Cashier
* Basic knowledge of computer
* Collecting & keeping track of receipts
* Handling calls
* Networking

**Personal Profile:**

Age : 22years

Marital Status : Single

Nationality : Pakistani

Passport No. : AA8356861

C.P.R. No : 870825070

Language : Urdu & English, Hindi