



Nizam Uddin
BSO

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Bunner, Pakistan

Summary

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective

Skills

Customer Dealing | Computer literate | Conservation Awareness | Customer Service Operations | Customer Services | Data Entry | Excellent market and selling skills | Internet Services | Management Qualities | Positive | Relationship-Building Skills

Experience

Jan 2021 - Present

BSO
HBL, Bunner, Pakistan

Aug 2020 - Dec 2020

IT Assistance
World vision college of science & technology, Sowari-Mingora Road, Bazargey, Bunner, Pakistan

My major responsibility was to send email to clients , students and managing record of that organization through excel sheet , and making experience letters and certificates , and I have assist IT instructor in the subjects of MS Office, c , c+ + , html, CSS, database, and computer programming

Jun 2019 - Jul 2020

Data Entry Operator
Data Support Center Karachi MicroMerger (Pvt.) Ltd., Karachi, Pakistan

im working as DEO in micro merger IT solution . we can mange and update all type record of the compnay accurately and timely.

Education

2016

Bacha Khan University Charsada
Bachelors in Science
Computer Science

2012

govt degree college jowar buner
Intermediate/A-Level
Pre Enginnering
Percentage: 60%

2010



Govt High School Jowar

Matriculation/O-Level

Science

Percentage: 67%

Languages

English
Intermediate

Urdu
Expert