

House # E302, Street # 8, Madina
Colony Walton Road Lahore Cantt.

0329-7957007

Moeedshah0@gmail.com



SYED MOEED AMIR

OBJECTIVE

I am a quick learner who looking forward to challenges and interacts with all level of staff. Looking for a position that allows to contributing my skills to success of the company. Seeking a job which gives me a platform to use and apply my analytical skills, my ability to identify and follow financial trends leading to the development of the company and also my professional growth.

CORE SKILLS

I have excellent communication skills, I am able to communicate clearly both verbal and in writing.

I am capable of communicating effectively and sensitively and enjoying good working relationships with colleagues.

Leading participation in activities and events.

I am able to work well in a team and bring forth positive contributions and valuable ideas towards team members.

I have the ability to satisfying interpersonal relationships

I am punctual and i am able to meet demands.



EXPERIENCE

TOYOTA GARDEN MOTORS (2021-2024)
SALES ADMIN EXECUTIVE

EDUCATION

ADP (BA GENERAL) (IN PROGRESS)
ALLAMA IQBAL OPEN UNIVERSITY

F.A (2018)
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION LAHORE

MATRIC (2016)
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION LAHORE

CERTIFICATION

CALL CENTRE TRAINING COURSE (CCT)- 2 MONTHS
BRAIN COLLEGE LAHORE.

ENGLISH LANGUAGE COURSE (ELC)- 2 MONTHS
BRAIN COLLEGE LAHORE.

COMPUTER SKILLS

- Composing Documents
- Internet Surfing
- MS-Office

