



Noor Saleem

CAREER

Developing
Application

Date science

Web development

PHOTOGRAPH

EDUCATION

Bachelor OF Computer
Science
Iqra National Uni
2016- 2020

F.Sc Govt College
Mianwali
2012-2014

Matric MLW H/S Makerwal
2007-2009

CONTACT

Ph No:+92304-1963764

EMAIL
saleemkhanniazi764@g
mail.com

Cnic:
38301-9310217-7

PROFILE

Dedicated Job Title with excellent experience in industry. professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills. Well-organized professional equipped with varied experiences in administrative roles. Driven to increase overall efficiency while maintaining filing systems and screening and answering numerous phone lines daily. Friendly Receptionist with background in various office settings. Excels in calendar management, scheduling, data entry and database administration,

EXPERIENCE

Data Entry Operator (Recipient)
Masood Textile Mills Faisalabad
Jan-2022-Currently working

Jan-2022-Currently working

Corresponded with clients through email, telephone, or postal mail. Provided clerical support to company employees by copying, faxing and filling documents. Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance. Answered phone promptly and directed incoming calls to correct offices. Enter data of new employee in company.

Cashier

ZKB PVT.LTD (2021)

Worked closely with shift manager to solve problems and handle customer concerns. Helped customers complete purchases, locate items, and join reward programs. Operated cash register for cash, check, and credit card transactions with excellent accuracy levels. Welcomed customers and helped determine their needs. Answered questions about store policies and addressed customer concerns. Counted money in cash drawers at beginning and end of shifts to maintain accuracy. Assisted customers with returns, refunds and resolving transaction issues. Built relationships with customers to encourage repeat business. Performed cash, card and check

Skills

EXPERIENCE CONTINUED

Customer/Client relations

Documentation and reporting

Office administration

Administrative support

Time management

Scheduling

Staff Management

Teacher Computer Science From Jan 2021-2022

Teacher Primary From 2010 To 2012

assignments, papers, and course work. Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies. Incorporated exciting and engaging activities to achieve student participation and hands-on learning. Kept students on-task with proactive behavior modification and positive reinforcement strategies. Advised and counseled students to help them develop skills and knowledge required to succeed. Developed and administered tests for students to measure academic proficiency and understanding. Conducted evaluations to measure performance and progress of students, providing guidance for areas requiring improvement. Completed student progress reports mid-term to notify students and parents of strengths and areas of improvement.

Internee

Iqra National Uni Peshawar Hayatabad phase 2

2018-2019

- 1) Work about the admission of student.
- 2) Admission advertiser's on social media and penaflex.
- 3) Help student in documentation.
- 4) Help student in PWWF Scholarship admission in Uni.