

AFNAN AHMED



To work in a firm with a professional work driven environment where I can utilize and apply my knowledge , skills which would enable me as a fresh graduate to grow while organizational goals

✉ afnanrajput45@gmail.com

☎ 0316-0307015

📍 HYDERABAD, PAKISTAN

WORK EXPERIENCE

Shift Supervisor

Basecamp Data Solution

04/2021 – To Present,

<https://www.basecampdata.com>

Achievements/Tasks

Team Management

Handel Team Issues

- Assigning task and duties to team.
- Resolving Team Issue
- Providing Customer Support

Business Process Associate

Basecamp Data Solution

09/2018 – To 03/2021,

<https://www.basecampdata.com>

Achievements/Tasks

- Collecting and interpreting data.
- Defining new data collection and analysis processes.
- Working alongside teams within the business or the management team to establish business needs.
- On demand Research and development
- Maintaining machinery supply inventory.
- Servicing and maintaining production equipment.
- Assessing process orders
- Analyzing company processes for delays, obstructions, and weaknesses
- Provide daily guidance to administrative assistant.
- Manage time effectively, meet personal goals and work effectively with other members of the distribution team

CERTIFICATES

Certificate in MOS (Microsoft Office Specialist)
(12/2018)

EDUCATION

Bachelor of Science

•

University of Sindh

01/2016 - 12/2018,

Jamshoro

Intermediate

B.I.S.E Hyderabad

01/2014 - 12/2015,

Courses

- Computer

Matriculation

B.I.S.E Hyderabad

01/2011 - 12/2013,

Courses

Computer

SKILLS

Macro

Data Collection

Data manipulation

Google Suit

SOFTWARE

Microsoft Power BI

Google Data Studio

Microsoft Office

CUSTOMER SUPPORT SOFTWARE

Freshdesk

Customer support software by Freshworks

Zoho One

- 40 enterprise-level online applications to grow sales, market your business
- Desk
- Project
- Book
- Drive

LANGUAGES

English
Professional Working Proficiency

URDU
Native or Bilingual Proficiency

EXTRA SKILLS

- Excellent communicator in all types of organization

- Excellent communicator in all types of organization

- Ability to keep record maintenance system

- Ability to give Presentations in a good manner.

- Ability to talk and discuss in team and group.