

# Customer service Representative with experience

Hira Khan  
03259610967  
khira6641@gmail.com

## OBJECTIVE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

## SKILLS

- Communication Skills
- Leadership
- Problem solving
- Team work
- Customer services
- Active listening

## EXPERIENCE

<b>2017 - 2018</b> <b>Class In charge</b>	<b>Al_karim Girls School system.</b> Maintain the class, checking note books, reading test preparation.
<b>2019 - 2020</b> <b>CRO</b>	<b>Abacus consulting</b> Taking Calls, guiding different offers related to easypaisa accounts.
<b>2021 - 2022</b> <b>Class In charge</b>	<b>IT City Schools System.</b> Maintain the class, checking note books, reading test preparation.
<b>2022 - 2023</b> <b>E_mail Support Executive</b>	<b>Mindbridge</b> Work on live Que, satisfied customers, identify the customer query and reply to them accordingly.

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
Associate degree in accounting and finance.	Virtual University		2025
Matriculation	City District Government Girls High School Lahore.	B	2015
Intermediate	Ayesha degree College Timber Market.	C	2017
Freelancing Course	Digi Skills		2021

## ADDITIONAL PERSONAL INFO

Languages	Urdu English
Date of Birth	21/12/1997
Marital status	Single
Nationality	Pakistan
Religion	Islam
Gender	Female