

Muhammad Rizwan

Study

 Tulamba, PB 58080

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Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level **Job Title** position. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

Insurance company billing
Company asset protection
Company program support
Clearcompany HRM software understanding

Work History

2023-08 - Current

Any Felid

Any, Lahore, Ali Town

- Worked well in a team setting, providing support and guidance.
- Delivered services to customer locations within specific timeframes.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Developed strong communication and organizational skills through working on group projects.
- Exercised leadership capabilities by successfully motivating and inspiring others.
- Excellent communication skills, both verbal and written.
- Proven ability to develop and implement creative solutions to complex problems.

Education

2007-08 - 2018-08

1st Year: I Com

Govt Higer's Shool - Govt Higer' School Tulamba

Languages

Urdu


Native or Bilingual