**CURRICULUM VITAE**

**TAHIR ABDUL KHALIQ**

**P.O.Box – 426,**

**Fareej Al Manaseer, Bu Sidra**

**Doha - Qatar**

**Res: (+974) 44182993**

**Mobile: (+974) 50881390**

**Email: tahir\_abdulkhaliq@yahoo.com**

***Personal Details***

**Name: TAHIR ABDUL KHALIQ Gender: Male**

**Birth Date: 20-May-1989 Religion: Muslim**

**Birth Place: Pakistan Nationality: Pakistani**

**Marital Status: single Visa Status: Starlink**

**RP – Type: work Qatari Id #: 28958600742**

***Objective***

 **Seeking an opportunity to utilize my skills while building a platform for advancement with in a challenging environment that rewards hardwork and a thirst for knowledge.**

***Skills***

* **Proficient in English, Hindi, Arabic and Urdu language both spoken and written.**
* **Sound analytical and numerical skills.**
* **Typing (30-40 wpm).**
* **Possessing high-level of self- discipline and responsibility.**
* **Outstanding work ethics and positive driven individual.**
* **Logical thinker, systematic, well - organized and with good leadership ability.**
* **Dependable, flexible, independent individual.**
* **Able to work with a team in a shift and pressure environment.**

***Interest and Hobbies***

 **Marketing, Event Management, Designing, Camping, Learning languages, Interested in knowing different cultures, To provide flexible approach to changing business environment**.

***Academic Qualifications***

* **ICDL&ECDL-IT course.**
* **12th CBSE Qualification (2007- 2008), from M.E.S Indian School, Doha – Qatar.**

***Computer Qualifications***

 **Operating Systems : Microsoft Windows 95/98, Windows XP, Windows Vista**

 **Programming Language : Visual Basic**

 **DBMS Software : MS – Access (2007)**

 **Office Packages : MS-Office (2003, 2007) - Word, Excel, PPT, and Access**

**Familiar with Microsoft Windows & Office- all versions & all related with Internet & E-mail.**

***Job experience***

 ***2 years experience as a cast crew member in creative design company Qatar.***

***7 years experience as a CSR in the Ooredoo Call Center and 6 years experience as a business email staff with ooredoo business solution Team and business Sales Services.***

***Additional Qualifications***

* **Typewriting (English)**
* **Drafting of letters & documents**
* **Attending Telephone calls**
* **Printing, Faxing and Scanning of Documents**
* **Filing & Indexing of Documents**

I hereby solemnize that the above given information are true to the best of my knowledge. I assure you that if I get a chance, I will prove my diligence and honesty on the execution of the job entrusted to me.

**Yours Faithfully,**

 **Tahir Abdul Khaliq**