



Muhammad zubair

Virtual Assistant

I'm highly skillful, detailed oriented and self-motivated. My communication skill is my biggest strength. I have perfect English skills (both written and spoken) and a good typing . I have a natural aptitude towards customer service as I'm very friendly and have a problem-solving attitude. I'm very interactive and love talking to people and troubleshooting issues.

✉ muhammadzubair5@gmail.com

☎ 03040988720

📍 Johr Calony Sargodha, Sargodha, Pakistan

WORK EXPERIENCE

Customer services Agent Builderall

02/2019 – 11/2019

Virtual assistant 24dollar1up

12/2019 – Present

EDUCATION

FSc (pre Medical)

ILM GROUP OF COLLEGE SARGODHA

03/2020

80percent

MS Word

Logix College Of Technology

SKILLS

customer services

call agent

virtual assistant

phone support

call handling

Email handling

Live chat support

Voice over

Email Answering

LANGUAGES

ENGLISH

Full Professional Proficiency

URDU

NativBilingual Proficiency

INTERESTS

Travelling, Exploring New things, Solving problems, Talking, Playing