MUQQADDAS RASHEED

| Entry-Level Applicant

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Location: Kaunas, Lithuania

PROFESSIONAL PROFILE

Motivated and responsible professional with previous consultancy work experience in Pakistan and currently studying at SMK University of Applied Social Sciences, Kaunas campus. I have very good English communication skills and can communicate in both English and Urdu. I am eager to learn, participate in training, develop new skills, and provide professional customer service. I am also willing to work shifts and contribute positively to a team.

KEY SKILLS

- Very good English communication skills
- Communication in English and Urdu
- Customer interaction and professional communication
- Organisation and time management
- Teamwork and willingness to learn
- Adaptability and a positive attitude
- Willingness to participate in training
- Flexible and open to shift work

WORK EXPERIENCE

Consultancy — Pakistan

Previously worked in a consultancy role in Pakistan.

- Guided students throughout the admission process and explained available study opportunities.
- Assisted students with admission applications and application processing.
- Helped students understand admission requirements, procedures, and necessary documentation.
- Provided step-by-step guidance and support to students throughout their application journey.
- Communicated with students to answer their questions and help them complete the required procedures.

- Maintained a professional and supportive approach when assisting students.

EDUCATION

SMK University of Applied Social Sciences — Kaunas Campus, Lithuania

Currently studying.

LANGUAGES

- English
- Urdu

AVAILABILITY

Open to shift work and willing to undertake training.

REFERENCES

Available upon request.