

# ASAD MAJEED

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## OBJECTIVE

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- Computer Information Systems major seeking job/internship to enhance professional experience in a stimulating business environment.
- Proven success in innovative thinking and problem-solving with demonstrated ability to translate large ideas into actionable plans
- Track record of strong analytical and creative thinking skills with exceptional communication: oral, written, and in-person
- Adept at managing ambiguity and thriving in a dynamic and fast-paced environments while conducting diverse tasks
- Excellent in fostering strong working relationships with people across multiple lines of business and supporting organizations

## EDUCATION

**University of West Georgia**

Projected Graduation: May 2022

GPA: 3.69

Major: Bachelor of Science in Computer Information Systems

- Dean's List
- Faculty Honors

## PROFESSIONAL EXPERIENCE

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### Amazon

**Atlanta**

*WFH Customer Service*

*May -Dec2020*

- Managed a high-volume workload within a commitment-driven environment. Resolved average of 500 inquiries in a given week. Consistently met performance benchmarks in all areas (speed, accuracy, volume).
- Abrogate orders and shipments for customers, while utilizing articles and internal implements to solve each requests in timely manner
- Accurately completed enrolment records and maintained complete and all records of customer calls using in-home customer service software

### Carpediem Photo Booth

**Atlanta**

*Assistant Manager*

*Sep 2019-Oct 2020*

- Incorporated sales/leads and responsible for training new attendants
- Monitored and worked with brand marketing, product management and sales on the development and detailed management of budgets and activities related to each individual event
- Working with supplier-partners to arrange space, marketing collateral, hotels, equipment rental, and set-up and dismantling of the exhibit

### Best Buy

**Newnan**

*Sales Consultant*

*Oct 2019-Feb 2020*

- Administered all point of sale opening and closing procedures
- Detailed explaining information on quality, value, and style of products to influence customer buying decisions
- Monitor customer satisfaction, address issues, and provide valid solutions

## SKILLS

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### Languages:

- Urdu-Native
- Hindi- Fluent

### Technical Skills:

- Excel, Office: Experienced
- Java, Python: Introductory

## EXTRACURRICULAR

- Muslim Student Association - Secretary
- Management/Finance Clubs, SGA, Islamic Community leader