

**OVERSEAS PAKISTANIS FOUNDATION**  
**INTERNSHIP OPPORTUNITY FOR GRADUATES**

**OPF invites applications from energetic young graduates for internship at 24/7 OPF Complaint Monitoring Cell, Overseas Pakistanis Foundation (OPF), Head Office, Islamabad**

**Minimum Requirements / Details of Internship**

- **Qualification:** Graduates (14 years Education)
- **Maximum Age Limit:** 30 years
- **Duration:** 6 months (Extendable upto further 6 months)
- **Location:** OPF 24/7 Complaint Monitoring Cell , Overseas Pakistanis Foundation, Head Office, Islamabad
- **No of posts:** 12
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**Required Skills**

- Excellent communication skills in Urdu and English
- Problem-solving attitude and ability to handle difficult situations with patience.
- A customer-centric approach and a commitment to delivering special service.
- Ability to adapt to a 24/7 work schedule. Candidates with previous experience working in a Call Center environment would be preferred.
- Strong IT knowledge and proficiency in using relevant software and tools.

**Benefits Offered**

- **Rs. 35,000/- pm (All Inclusive)**
- **Conducive Learning Environment**
- **Internship Completion Certificate**

**If interested, send your updated resume along with recent photograph at [Career@opf.org.pk](mailto:Career@opf.org.pk) by 07<sup>th</sup> September, 2023**

**Note:**

- i. **Those who have already done internship at OPF are not eligible to apply again.**
- ii. **Only residents of Rawalpindi and Islamabad will be called for interview.**
- iii. **Mention “24/7 complaint Monitoring Cell” in the email subject line.**