**Gulfjobseeker.com CV No:** **683694**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

 <http://www.gulfjobseeker.com/feedback/submit_fb.php>

**MARITAL STATUS:** SINGLE

**PROFESSION**: **Indoor sales, Customer Care Personnel & Front Office Assistant.**

**EXPERIENCE**: 6 months

 **CAREER OBJECTIVE:**

Seeking to find a position in a development-oriented company which allows me to use my talents and gifts to fill the needs of its members and client and to use proven skills and ambition in a career with potential for long-term advancement. Looking for a career position where professional experience and expertise will be regarded as a wealth of an organization. I’m Seeking for a position in Hospitable industry where there will be enough scope to demonstrate one’s ability.

**QUALIFICATION SUMMARY**

Motivated with demonstrated proficiency in listening to clients needs, and formulating the tactical action plan to achieve results. Honest, integral individual with a genuine passion for achieving goals for self and others. Possessor of superior interpersonal with people from all levels, backgrounds and cultures. Fast learner who adopts quickly to change and always eager to learn new methods and procedures. Able to maintain a professional and positive demeanor, regardless of the situation. Proven ability of taking initiative with excellent customer relations and decision-making skills. I enjoy group projects but am a self starter who does not mind working on my own. Highly trained work ethic, community involvement, and perseverance to achieve desired results.

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| **CORE COMPETENCIES** |
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| **•** | Well-developed interpersonal and communication skills, with expertise in dealing with clients and staff from diverse backgrounds. |
| **•** | Proved leadership, with an attitude of leading by example. |
| **•** | Proven ability to perform in fast-paced environments and manage multiple projects simultaneously, consistently meeting critical deadlines. |
| **•** | Committed to high-quality customer service, effectively resolving issues and surpassing client expectations achieving win/win outcomes |
| **•** | Proficient in Microsoft Office and email programs, Very fluent in English |

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|  **PROFESSIONAL EXPERIENCE**  |
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| **July 2009- UPTO DATE****NAKUMATT ELECTRONICS** **CUSTOMER SERVICE REPRESENTATIVE****Duties;*** Resolve problem that arise such as customer complaint and supply shortage.
* Customer service oriented.
* Manage staff and assign duties, study market research and trend to determine consumer demands.
* Perform cash deposits; balance daily transaction determines staffing requirement and training.
* Potential sales volumes and effect of competitors, operation of sales.
* Welcoming customer's in warm and friendly atmosphere that amplifies exciting store and proper merchandising concept.
* Maintaining accurate of stock records.
* Maintaining store image by proper display and follow visual.
* Maintenance of accurate cash sales.
* Receiving orders making sure they are executed in time.
* Setting strategies to implement customer’s comments and complaints
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**EDUCATIONAL BACKGROUND**

**JAN-JULY 2009** :Unity College of Professional Studies

 Diploma in Public Relations

**2004-2008** : Magutu Secondary School.

 Attained Certificate in Secondary Education

**Interest:** Traveling, Socializing and Reading.