**COVER LETTER**

Abubakar

Abubakar.333406@2freemail.com

Dear Hiring Manager,

I'm applying for a senior management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

**Abubakar**

**ACADEMIC DETAILS**

* bachelor of commerce [2008] with aggregate of 60 from annamallai university

**WORK EXPERIENCE**

* Worked as sales executive in adroit neo tech solutions from Feb 2008 to Dec 2010

Role :responsibilities in the company:

Handled-Dream holidays - vacation packages for Australia and New Zealand

* + Established realtionships with new customers
	+ Maintained contact with existing customers through calls and emails >Advised packages according to customer requirements
	+ Advised customers regarding payment options
	+ Negotiated delivery and price variations
	+ Updated management daily records of sales and orders
	+ Effectively took care of new packages and mentor new joiners for sale
* Worked as Senior Csp (Customer Service Professional) in Sitel India Pvt Limited from Jan 2010 to Dec 2014 Role :Responsibilities in the company

(Handled - Accident vehicle claims, Fire accidental claims, loan, health and marine)

* + Responsibilities promptly and answered/resolved customer inquiries and complaints.
	+ Investigated and resolved service issues.
	+ Managed customers data base accounts, perfomed customer verification and processed Applications, orders and requests.
	+ Worked with administration forwarded requests and unresolved issues to the designated Resource by communicating and coordinating with internal departments.
	+ Kept records of customers intercations and actions taken, including - transactions, comments, inquiries and complaints.
* Worked as Sales man in International Traders (Middle East)Ltd. from Dec 2015 to Dec 2016

Role :Designation sales man Responsibilities in the company

(Handled - Sales of Sharp led Televisions)

* + Attending customers and explainung the features of the led
	+ Assembling and installation of the leds of all sizes from 32 inches to 90 inches
	+ knowledge of features of all brands of leds like samsung sony lg nikai elekta hisense tcl etc...
	+ ability to solve all queries of cumstomers related to leds knowledge of making billings
	+ apart from knowledge of leds assemebling and arranging of ware houses making prices updating discounts knowledge of business competitions comparison of prices