MURSALEEN

Dubai, U.A.E

Contact Information:

Email : mursaleen.340249@2freemail.com

Objective:

Seeking a challenging position in an esteemed organization where I can utilizes my technical skills for the benefit of the organization and supports for better future.

Career Objective:

Customers Service Representative in Kidzania Dubai Mall Emaar Entertainment (2012 Nov – Present) Resign ( 2016 Nov )

 Job Responsibilities:

* Handling the customer service in highly professional manners.
* Dealing with internal customers and external suppliers.
* Issues purchase requisitions in line with procurement, ensures on-time delivery and quality by monitoring supplier performance
* Generates yearly inventory reports for the Line Manager to develop plans as per budget.

EDUCATIONAL QUALIFICATION:

Matriculation – Computer Science SSC, Karachi– 2002

LANGAUGES:

English : Excellent (Writing, Reading, Speaking & listening)

Hindi/Urdu : Excellent (Writing, Reading, Speaking & listening)

Arabic : Basic (Speaking & listening)

PERSONAL PROFILE:

Date of birth :12-04-1983 Nationality : Pakistan Valid Until : 05 Jan 2022

Visa Type :Visit Visa Marital Status : Single

Driving License : Dubai Automatic Gear

Issue Date : 1 may 2014 Expiry Date : 1 May 2024

PROFFESSIONAL TRAININGS CERTIFICATE OF RECOGNITION by Emaar Group:

* Excellent Customer Service to month of April 2013
* Emotional Intelligence on 12 August 2013
* Step Forward on 24 November 2013
* Communication Skills on 4 November 2014
* Cultural Awareness on 9 November 2014
* Guest Courtesy on 23 November 2014
* Guest Courtesy on 26 October 2014
* Excellent Customer Service on 29 October 2014
* Yalla Arabic on 16 December 2014

Personally, I am a sincere and hardworking person who believes in giving the best of my abilities. I hope the above details have covered the area of experience, skills & abilities that I carry with me.

REFERENCES WILL BE FURNISHED UPON REQUEST