**Shakib**

**Email: -** **shakib.382668@2freemail.com**

UAE - DUBAI

# **Career Objectives**

# Dedicated hardworking, sincere, to the assignments with a pleasing personality and keen desire to commit to a career in a deserving and committed post, with skills to achieve my targets with hard work, determination and sincerity.

# **WORK HISTORY AND SKILLS DEVELOPED**

**JANUARY2016MAY 2018**

**WNS GLOBAL, INDIA**

**Sr. Executive (flipkart )**

**Customer service**

* Handling and assisting the team
* creating new strategies
* Solving queries of the team
* Handling customer inquiries if required

**NOVENBER 2014- OCTOBER 2015**

**SERCOGLOBALSERVICES, India**

**Sales Executive**

* Solving sales related queries
* Promoting new offers
* Preparing sales report
* Ensure pricing is correct and maintainsales report.
* Ensure promotions are accurate.
* Handle the customers complain and issues.

**JULY 2013 AUGUST 2014**

Digicall -MUMBAI,INDIA

**CustomerService and Sales Executive**

* Handling the issue of the customer
* Analysis sales report of the Sales team
* Preparation of monthly reports for the Sales term
* Promoting new offers to the customers
* Preparing reports as required by the Management

##### **QUALIFICATION**

FEBRUARY2014: Highersecondary-MumbaiUniversity

# **Personal Details**

* Date of Birth :5 march 1994
* Nationality : Indian
* Gender : Male
* Marital Status : Unmarried
* Visa status : Visit visa
* Professional Status : Sales Agent & Customer service

##### **Language Skills**

* English
* Hindi
* Basic Arabic