**Career Objective**



**Ali Raza**

[alirazasa-392428@2freemail.com](mailto:alirazasa-392428@2freemail.com)

A highly motivated self-starter who is ready to work independently or willingly as part of a team & possess an ability to incorporate with all nationalities & to get the best from the team mates.

**Experience** Sales Product Executive.

# Lahore Pakistan.

2017-2019

*Future Now Technology.*

* Manage large amount of inbound and outbound calls.
* Handling complains with positive attitude.
* Providing internal and external customer services.
* Sell products and place customer orders in the computer system.
* Informs clients by explaining procedures, answering questions and giving them best deals.
* Creating daily bundles and promo for better upselling.
* Identify and escalate issues to supervisors.
* Provide product and service information to customers.
* Research required information using available resources.
* Updates job knowledge by studying new product descriptions, participating in contest opportunities.
* Provide the best talk time and average ticket to

complete the company requirements.

* Call back to the customer’s to verify the information given by the agent.

# Admin Assistant .-J.L.T. Dubai

*Reef Real Estate. (R-serviced. Offices) 2014-2016*

* Greet the customer as they arrive and ask to provide any kind of assistance.
* Answer phones and transfer to the appropriate staff and clients.
* Update and maintain internal staff and clients contact detail.
* Complete supporting paper work and data entry as required.
* Prepared quotation, invoices and lease agreements for

the Sales department.

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| * Assist with event planning and implementation. * Efficiently listen to all kinds of customer with patience and provide effective service. * Coordinate with messenger courier services and   vendors. | | |
| Office support assistant.- ABU DHABI | | |
|  | *ASC. (American Surge Center.)* | *2013 - 2014* |
| * Maintain office filling, fax, scanning, photocopy and lamination. * Receiving and sending documents from one office to another office. * Assist to the managements according to their needs. * Answering the calls and handling courier services. * Assist to the management with events and exhibition, birthday parties and annually celebration.    Taking care of office and office equipment. | | |
| **Education TRAININGS**  **Technical Skills** | Team Leader- Lahore Pakistan *2010-2012 Hardees. (fast Food Restaurant)*   * Team work as cashier and multi task in operation. * Develop relationship with the clients by giving extra ordinary customer service to generate referrals. * Prepared all the documents for month close and inventory for all the stock. * Stock talking on weekly and daily report. * Handling inventory on weekly and monthly. * Preparing daily sale report and send to managements. * Awarded Best ‘**’EMPLOYEE OF THE MONTH’’**2011 * 2017- Intermediate, Punjab Board of Lahore Pakistan * 2013- Matriculation (Arts) high school.   **2015**- ***Customer Service Training***. Excellence Training Cente  **J. L. T. DUBAI**  **2014**-***Spoken English course***. Excellence Training Center **J. L. T. DUBAI**  POS, Micros, and phoenix  Proficient in MS Office (Word, Excel, Power point)  Networking Concepts: Internet, Outlook E- mail | |
| **PERSONAL PROFILE:**  Date of Birth : February 4, 1989 Nationality : Pakistani Marital Status : Single  Visa Status : visit visa  Languages Known: English, Hindi and URDU | | |

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