**Career Objective**

**Ali Raza**

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.

|  |
| --- |
| * 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 phoenixProficient 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 : SingleVisa Status : visit visaLanguages Known: English, Hindi and URDU |

r