**C**URRICULUM **V**ITAE

**YUSUF**

**DUBAI U A E**

**Email:** yousuf.382322@2freemail.com

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**OBJECTIVE**

***Seeking a challenging position in a Reputable Organization offering growth potential and Responsibilities in a growth oriented concern, where I can utilize my skills and personal capabilities and grow up with organization.***

**WORKING EXPERIENCE**

* ***2 Years worked experience as a Transport Supervisor in AL- KHODARI SONS@ CO. in SAUDI ARABIA.(2014 to 2016)***
* ***2 Years worked experience as a Tele Marketing Executive in INDIA PROPERTY in Consume Info Pvt Ltd.***
* ***1 Years worked experience as a Telemarketing Executive in SERCO BPO Pvt Ltd in India***

***Duties and Responsibilities:-***

* Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
* Influences customers to buy or retain product or service by following a prepared script to give product reference information.
* Documents transactions by completing forms and record logs.
* Maintains database by entering, verifying, and backing up data.
* Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

**AREAS OF EXPERTICE**

* Am Quick And Flexible
* Having a friendly and professional manner
* Calm, Efficient and Organized
* Friendly disposition with clear spoken English
* Excellent personal Presentation and Interpersonal Skills
* Passion for exceptional customer service
* Profound ability to ensure that the highest standards of hospitality are established

**EDUCATION QUALIFICATION**

* S.S.L.C (Ram School Chennai )
* DIPLOMA MECHANIC(A/C - Govt Polytechnic Nagarcoil)

**COMPUTER PROFICIENCY**

* Knowledge of MS. Office
* Multi Media
* Photo Shop
* Web Designing

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**LANGUAGE KNOWN**

* English
* Hindi
* Arabic
* Tamil

**PERSONAL DATA**

*Gender : Male*

*Date of Birth : 25/05/1986*

*Citizenship : Indian*

*Status : Single*

**PASSPORT DETAIL**

*Date of Expiry : 06/09/2027*

*Visa Status : Employment*

***Yours Faithfully***

 ***YUSUF***