

# ABU TAYAB RUBEL

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## Customer Service

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**P** +00967450656964  
**E** abu.feni65@gmail.com  
**A** Pachgachia, Feni Sadar, Feni

Dear sir,

I am writing in regards to the Customer Service at your company. I have more years of experience as Customer Service and knowledge will make me a great addition to your team.

I am attracted to the Customer Service position because of the Company reputation for high performance and excellence. Additionally, I believe that I meet all of the key requirements, such as attention to detail, excellent time management skills, good interpersonal skills, and experience. I consider myself to be a valuable asset to your company.

I am interested in setting up an interview to discuss how my passion for Customer Service and previous experience could possibly help further to achieve a successful track record for. Thank you for your time and consideration.

Sincerely,

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ABU TAYAB RUBEL

# ABU TAYAB RUBEL

"Dedicated customer service professional committed to delivering exceptional experiences. Proficient in resolving inquiries, addressing concerns, and providing product/service information. Skilled in fostering positive relationships and ensuring customer satisfaction. Strong communication and problem-solving abilities. Seeking a customer service role where I can utilize my expertise to exceed customer expectations and contribute to company success."

## CONTACT



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Pachgachia, Feni Sadar, Feni

## LANGUAGE

- Bangla
- Hindi
- English
- Arabic

## SKILLS

- Critical Thinking
- Communication
- Problem solving
- Time management
- Team work

## ATTRIBUTE

- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

## PASSPORT DETAILS

Passport No : EJ0384703

Issue Date : 29 Jun 2021

Expire Date : 28 Jun 2026



## WORK EXPERIENCE



### STAR TAIK LIMOUSINE

2018 To Till Now

Customer Service

Qatar



### BUDGET RENT A CAR & PRIME LIMOUSINE

2010 To 2017

Meet & Greet Customer Service

Dubai International Airport Terminal-3



### C.T.S COMPUTER TECHKNOWLEDGE SERVICE

2005 To 2008

Salesman

Riyad, Saudi Arabia



## ACADEMIC QUALIFICATIONS



### HIGHER SECONDERY CERTIFICATE

Institute : Feni Govt College

Result : Passed

Passing Year : 2003



### SECONDARY SCHOOL CERTIFICATE

Institute : Pachgachia High School

Result : Passed

Passing Year : 2001



## DRIVING LINENSE

Saudi Arab

Qatar

Dubai & Bangladesh



## EXTRA CURRICULAR

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Processing orders, forms, applications, and requests.



## DECLARATION

I affirm that, to the best of my knowledge and belief, this resume correctly describes my qualification and me.