

ABOUT ME

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and gain years of experience in your organization

CONTACT

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Doha, Qatar



EDUCATION

 **SHAH ABDUL LATIF UNIVERSITY,
KHAIRPUR, SINDH**
M.A International Relations

 **SHAH ABDUL LATIF UNIVERSITY,
KHAIRPUR, SINDH**
M.A Sociology

NAIMATULLAH

CUSTOMER SUPPORT & MARKETING

OBJECTIVE

Skilled in planning and organizing with the ability to complete tasks on deadline. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies.

EXPERIENCE

DATA ENTRY OPERATOR

Khalory Heavy Equipment L.L.C. / Sharjah / U.A.E

Maintain all the Inventory & Sale record of Heavy Vehicles, Collect and Update the Daily Expenditure Record.

- Data Collection
- Maintaining Updates
- Handling Customer Record

CLIENT SERVICE CLERK

Medad Printing Press / Sharjah / U.A.E

Providing best Customer Care and Quality to Customers and Clients.

- Customer Data Analysis
- Accomplishing Customer's Requirements
- Answer Customer Queries

CLIENT SERVICE CLERK

Dubai Driving Center / Dubai / U.A.E

Customer Support and Branch Management Responsibilities.

- Handling Schedule of Customers
- Processing Customers Documents for Signal and Final Test to RTA
- Assisting Customer's Queries and Providing Information
- Reaching out Customers for Follow Ups

CUSTOMER SUPPORT AND SALES

Express Motors / Doha / Qatar

Customer Support and Sales Responsibilities in Automobile Showroom.

- Guiding Customers Regarding Automobiles
- Selling and Buying Vehicles
- Assisting Customer's Queries and Providing Information
- Gathering feedback on products and processes.

LAND SURVEYOR

Measuring the shape of the land and gathering data for Civil Engineering and Construction Projects.

- Conduct surveys on land sites and properties.
- Use equipment and tools to accurately measure land features (e.g. longitudes, latitudes)
- Research and design methods for survey processes.
- Examine previous records and evidence to ensure data accuracy.

SKILLS

