MUHAMMAD NADIR KHAN.

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# Career Objective

Aspiring to obtain a position as a call center representative in a dynamic environment, to handle calls for the corporation, respond to simple queries and route calls to the proper person, and improving my role as I enhance my customer service abilities and acquire knowledge about different services.

# Experiences & Responsibilities:

**Market Dimension (Pvt) Ltd.** Survey campaign Canadian based **Call Center Supervisor**

Responsible for customer’s feedback and private terms, handling team targets and issues. Worked almost 8 months.

## Slash marketing

UK based campaign for prepaid electric and gas

### Call Center supervisor

Responsible for customers electric and gas issues & also managed sales targets of team. Worked 6 months.

**Trg (ibex global).** Warid telecom (inbound) Telenor Pakistan (inbound)

### Call Center Representative

Responsible for resolving customers issues on time, also delivered proper information. Worked 1 year.

**ICM JAPAN (Japanese automobiles)** Worked there as a business development officer Car selling company.

Handling accounts, shipment issues and dates, documentations, managed sales.

**AFRIDI TRADING (Japanese automobiles)** Worked there as a business development officer responsible for generating records and data maintaining new sales and targets

Handling accounts, shipment issues and dates, documentations, managed sales.

**TRD LTD (Japanese automobiles)** Worked as a manager of sales dealing with international clients generating new sales

taking care of team targets

Handling accounts, shipment issues and dates, documentations, managed sales.

### MK JAPAN (JAPANESE AUTOMOBILES)

Worked there as a business development officer responsible for generating records and data maintaining new sales and targets

Handling accounts, shipment issues and dates, documentations, managed sales.

### TEL (Japanese automobiles)

Worked there as a business development officer responsible for generating records and data maintaining new sales and targets

Handling accounts, shipment issues and dates, documentations, managed sales.

**BTCM (BREAK TIME CORNER MARKET)**

Gas station

Worked there as a maintenance manager of maintenance work for gas stations  
 Manage team of staff, align things.

Fix issues happens in gas station, store issues and others.

## Achievements:

ｷ meet sales targets on time.

ｷ got best employee awards.

ｷ 3 times were in the list of top sellers.

# Key Skills



ｷ Customer service oriented skills Ability to deal with irritate customers using excellent interpersonal-communication skills.

ｷ understands new concepts easily Quick learner.

ｷ Ability to handle stress.

ｷ Computer literate.

ｷ Reliable.

ｷ took customer service training course.

ｷ having a good communication skill with confidence and guaranty of work.

ｷ having the ability to convince peoples with logical stuffs.

ｷ knows MS OFFICE, EXCEL and more basic features of computers.

# Academic Qualification

* 1. Passed Bachelors in Arts from Karachi University.
  2. Passed Intermediate Examination from National Govt. College, Karachi.
  3. Passed Matriculation Examination from Civil Aviation School, Karachi.

# Personal Details Fathers Name: Muhammad Javed Khan. Nationality: Pakistani. Date of birth: 25th April 1992 Religion: Islam.