



Mob: 054-5599062
Email:
talha.babar22@gmail.com
Address: SHARJAH,U.A.E

PERSONAL DETAILS:-

Nationality : Pakistani
Date of Birth: 29 may,
1999
Marital Status: Single
Religion: Islam
Passport No : AD3021523
Passport expiry: 03 JUN,
2027
Visa status : Student Visa
Height: 6ft
Weight: 78kg

LANGUAGE:-

- English
- Hindi
- Urdu

Personal Interest:-

Video editing,
Book Reading, essay
writing, photographing
,etc

Driving License:-

License No : 664914
Issue Date : 19 Jul, 2018
Expiry Date : 22 Jul, 2025

TALHA BABAR



SAMMERY:

To pursue a challenging career in a prestigious organization having attractive working environment, prospects of learning and growth, in line with educational qualification, skills, proficiency and experience and to utilize my capabilities to the fullest to improve and excel.

QUALIFICATION:

- **High School Certificate in Computer Science from PIHS School, Sharjah U.A.E.**
- **Secondary School Certificate in Computer Science from PIHS School, Sharjah UAE.**

EXPERIENCE:

Designation: - Customer Service Executive.
Company: - Jsir Lahore Restaurant UAE
Duration: - 2nd november 2017/1st april 2020

Designation: - Call Centre Agent.
Company: - Reach International Research And Consulting.
Duration: - 10th june, 2020/2nd January, 2021

SKILLS:-

- Time management, Problem solving, editing ,Team player, Communication.

PERSONAL SKILLS:-

- ❖ Ability to work in a pressurized and competitive environment.
- ❖ Hard working and Punctual.
- ❖ Honest, Dynamic, Motivated and committed towards work.
- ❖ Self motivated initiative with a high level of energy.

Duties & Responsibilities:-

Designation: - Customer Service Executive.

Company: - Jsir Lahore Restaurant Sharjah-UAE

Duties:-

- Correspond with customers regarding billing questions, rates and information.
- Record Data of Receipt & Payment Vouchers.
- Greeting customers with a positive attitude.
- Maintaining strong relationship with the Customers.
- Taking feedbacks from the customers about the service provided.

Designation: Call centre Agent.

Company: -. Reach International Research And Consulting U.A.E.

Duties:-

- Quickly processing information.
- Accurately updating customer records with information.
- Dealing with calls in a highly professional manner.●
- Quickly understanding a callers point of view and to empathize with them.●
- Greeting customers with a positive attitude.
- Fully aware of all laws & regulations regarding data protection.

Declaration:-

I hereby declare the above information finished is true to best of my Knowledge.