

Sayed Maktoum



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Date of Birth: 08/11/1995
Nationality: Afghani
Visa status: Company's Visa
Languages: English, Arabic, Hindi and Persian (Native)

OBJECTIVE

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual and organization's development, which offers attractive prospects for long term development and career growth.

Work Experience

Retail Sales Representative – *Adidas*

January 2019 – June 2019

- Providing accurate information (e.g. product features, pricing and after-sales services)
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Answer customers' questions about specific products/services

CLIENT SERVICE AGENT - *Tayseer Building Maintenance*

June 2018 – December 2018

- Meeting and greeting customers in a friendly and timely manner.
- Processing Customers Orders.
- Preparing letters and mailing to customers.
- Following up with customers.

Call Center Representative – *Noon*

January 2018 – June 2018

- Determines requirements by working with customers.
- Answers inquiries by clarifying desired information, researching, locating and providing information.
- Resolves problems by clarifying issues, researching and exploring answers and alternative solutions, implementing solutions, escalating unresolved problems.
- Fulfill requests by clarifying desired information, completing transactions and forwarding requests.

SKILLS

- Excellent communication skills.
- Strong organizational ability.
- Ability to work with a team.
- Self-motivated.

EDUCATION

Secondary Education, 2016
ICLBAT, Ajman