

Sara Sayed Ali

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SUMMARY

My goal is to impart extensively what is expected in my position to help contribute to the company's growth while mutually improving my career & capabilities to achieve higher levels of responsibilities, organizational skills through professionalism, & dedicated hard work. I believe in team play but also have the skills of being able to lead a team myself if need be for the achievement of the organizational goals.

SKILLS

- Customer Service
- Telesales
- Indoor/ Outdoor Sales
- Customer Support
- Customer Experience

PERSONAL INFORMATIONS

- Nationality: Indian
- Date of Birth: 20th Nov 2001

VISA STATUS

- Employment Visa 2024.

LANGUAGE

- English,Urdu & Hindi.

EDUCATION

Jaipur National University, Dubai,UAE — BBA (Events Management)

2022 - 2024

EXPERIENCE

Mashreq Bank , Dubai — Customer Service Executive

Sept 2022 -Feb 2023 (6 Months Contract).

- Answering questions about a company's products or services.
- Processing orders and transactions.

- Resolving issues and troubleshooting technical problems.
- Providing proactive customer outreach.
- Handling customer complaints.
- Collecting and analyzing customer feedback.

Unique Angle Events, Dubai,UAE — *Promoter, Customer Support* .

Jan 2022- July 2022 (Freelancing)

Nagrik Seva Samithis Shabir Khan Foundation, Mumbai , India— *Receptionist*

2021 July-2022 January

- Welcome the visitors.
- Help them throughout the visit.
- Keep track of patient details, records, and appointments.
- Maintain transaction details, make copies, and sort mails.
- Keep a record of supplies and the availability of doctors.

Sim Card Sales, Mobile Gallery, Mumbai , India— *Sales*

April 2021- June 2021

- Manage sales booths.
- Provide correct information to the customer.
- Register accurate information as provided by the customer.
- Handle customer complaints and queries.
- Report daily sales.
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DECLARATIONS

I hereby declare that the above information is true & can be proved whenever required. One chance will be enough for me to prove my ability & sincerity. I sincerely wanted to be a part of your kind organization.

Yours Sincerely,

Sara Sayed Ali .