



CONTACT

 Sharjah, UAE

 058 1744139

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PROFESSIONAL SKILLS

- Computer Proficiency.
- Organizational Knowledge.
- Quick learner of any information.
- Excellent communication skills.
- Multi-lingual.
- Customer Service.
- Adaptability

Ivan Patras

PROFESSIONAL SUMMARY

Background in customer service and business development with proven knowledge and skills, contributing to efficient office operations. Committed and motivated with strong work ethic, professional demeanor and great initiative.

WORK HISTORY

Business Development Assistant
Ace Solutions

10/2022-1/2023

- Support the development team.
- Assist with Presentations.
- Assist in making plans.
- Develop and implement sales strategies.

Customer Service Specialist
Ace Solutions

01/2017 - 09/2022

- Receive, direct and relay telephone calls and messages.
- Help and guide the customers to apply for insurance.
- Offer detailed advice on service and products.
- Conduct Research.
- Co-ordinate office management activities.
- Forwarding leads to the sales teams for prospect customers.
- Help with closing sales.

EDUCATION

GED: Language Arts 2020
Greens Academy Institute – Islamabad

PERSONAL INFORMATION

Date of Birth: 31st Aug 1997
Marital Status: Single
Language: English, Urdu, Punjabi.

INTERESTS

Internet Surfing
Painting