

Muhammad Shoaib

Telesales and Recruiter

Dedicated team player with strong organizational communication and prioritization abilities



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📞 +971547781517

📍 Dubai , United Arab Emirates

📅 18 August, 1993

🌐 linkedin.com/in/Own Visa (Residence visa)

WORK EXPERIENCE

Ogram Recruiter (supply Expert)

07/2020 - Present

Dubai

On Demand staff

Achievements/Tasks

- screening candidates and drawing up shortlists of candidates for clients to interview
- Sourcing and attracting candidates by using databases, social media etc
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Attracts applicants by placing job advertisements, contacting recruiters, and using newsgroups and job sites

Tele sales Executive Caltoronics Call Centre

12/2017 - 12/2019

Dubai, UAE

Achievements/Tasks

- Initiating sales with potential customers over the phone
- Asking questions to engage customers and keep the conversation going
- Listening to the customers' needs to generate repeat sales
- Meeting sales quotas
- Gathering and documenting customer information, payment methods, purchases, and reactions to product

CERTIFICATES

The Certified Accounting Technician (CAT)
(02/2011 - 02/2012)

EDUCATION

Matriculation (Sciences) GOVT HIGH SCHOOL, SHAHDARA LAHORE

06/2008 - 06/2010

Lahore, Pakistan

I.COM BISE, LAHORE

06/2014 - 06/2016

Lahore, Pakistan

SKILLS

Ms Dos , Ms Office, Ms Word , Tally

LANGUAGES

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

INTERESTS

Internet, News paper Reading, Music, Reading Current Affairs