



Aşifullah Danish Khan

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Objective

Seeking a challenging and rewarding opportunity with an organization of repute which will recognize and utilize my true potential while nurturing my analytical and technical skills.

AREAS OF EXPERTISE

- | | | |
|--|--------------------------------------|---------------------------------|
| ✓ <i>Administration Skills</i> | ✓ <i>Personal Assistance</i> | ✓ <i>Inter-Personal Skills</i> |
| ✓ <i>Customer Service & Coordination</i> | ✓ <i>Customer Grievance Handling</i> | ✓ <i>Events Management</i> |
| ✓ <i>Sales & Marketing Support</i> | ✓ <i>Problem-Solver</i> | ✓ <i>Administrative Support</i> |
| ✓ <i>Team Management</i> | ✓ <i>Public Relation Officer</i> | ✓ <i>Tele-Selling Skills</i> |

Professional Experience

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION



الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف

Company: Teleperformance

Position: Call Center Agent representing MOHRE

From FEB 2015 to FEB 2020

DUTIES AND RESPONSIBILITIES

- Making sure that calls are answered by staff within agreed
- Making sure that correct channels inquiry information provided
- Providing correct guidance as per MOHRE Instructions and procedure.
- Insuring smooth work follow by Providing Assistance for strange inquires.

GITEX

Gitex Cannon Cameras

2013, 2014, 2015

Gitex Hisense TV

2016, 20 18

Sales Representative

Worked as sales Representative

Bir Zam Zam Auto Spare Parts

March 2011- April 2012

Worked as a Sales Executive and reporting to sales manager Dubai, U.A.E.

Sadaf Travel Agency

March 2010-Aug 2010

Worked as marketing executive and reporting to marketing manager Ajman, U.A.E.

Ipsos Call Centre

May 2009- Aug 2009

Worked as a surveyor and was reporting to supervisor Sharjah, U.A.E.

Education

H.H Sheikh Rashid Al Maktoum Pakistan School March 2012

Dubai, U.A.E

Currently studying in BBA in Punjab University

Ajman, U.A.E

IT Skills

MS Office Word, Excel, Access, Publisher and Internet Explorer, MS Windows.

Languages Known

Arabic (Read, Write and Speak) English (Read, Write and Speak) Urdu (Read, Write and Speak)

PERSONAL DETAILS

Date of birth: 15/03/1993

Nationality: Pakistani

Visa Status: Employment

Valid U.A.E driving license