



## Asifullah Danish Khan

Contact number: +971525127751

Email address: [asoof.909@gmail.com](mailto:asoof.909@gmail.com)

### 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

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

### 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 inquiries.

## **GITEX**

Gitex Cannon Cameras

2013, 2014, 2015

Gitex Hisense TV

2016, 2018

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