



Naeem Walayat

Customer Service Officer

To Pursue a career in a leading organization where i can show my abilities and serve under excellent supervision.

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📍 Building C-04 China Cluster International City, Dubai,
United Arab Emirates

WORK EXPERIENCE

Customer Service Officer US apparel and Textile Pvt Ltd

12/2021 - 12/2022

Lahore Pakistan

Achievements/Tasks

- To attend all counter Customers, receiving calls and inquiries.
- To comply with all SOP's and rules of company.
- Book keeping and keeping accurate records.
- Preparing invoices and dealing with vendors.
- Up selling of company products to new customers.

Customer Service Executive Riaz Ahmed & Co. Chartered Accountants Firm

01/2020 - 12/2021

Lahore Pakistan

Achievements/Tasks

- Building strong relations with existing and new clients.
- Cross selling company products.
- Complying with regulations and policies of company.
- Maintaining relations with clients to enhance business.
- Conducting marketing activities of company products.

Sales Executive SERAC Purified Water Plants

01/2014 - 12/2016

Bhimber AJK

Achievements/Tasks

- Selling company products to retail and whole sellers.
- Developing marketing strategies to increase the sales.
- Participating in marketing campaigns.
- Working closely with management to achieve the targets.

EDUCATION

Masters In Commerce Superior University Lahore

03/2020 - 08/2022

Courses

- Accounting & Finance

Bachelor Of Commerce AJK University

01/2016 - 03/2018

SKILLS

Ability to work under Pressure

Cross Selling

Communication Skills

Team Work

Creativity

Quick Learner

MS office

Time Management

Relationship Management

Marketing

Decision Making

Customer Service

Conflict Resolution

VISA STATUS

On Visit (02/2023 - 04/2023)

REFERENCE

Available on request

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

Punjabi

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Cricket

Travelling

Current Affairs

Reading