

 +971567036286

 ayankayani222@gmail.com

 Al Ghurair Muhaisnah 2

SKILLS

- Customer Service
- Problem Solving
- Data Entry
- Data Analysis
- Documentation Skills
- Resolving Conflicts
- Multi Tasking

LANGUAGES

- English
- Urdu

MUHAMMAD AYAN KAYANI

PROFILE

I am working for 3 years in Dubai as a Security officer. My Responsibilities includes Listening to customers' concerns, issues and questions.

Resolving customers' concerns and answer customers' questions to your best ability.

Maintaining a positive attitude and calmly respond to customers' complaints.

WORK EXPERIENCE

Security Officer

2019- Continue...

- Al Ghurair Group DXB

Responsibilities

- Customer Service
- Managing workflow.
- professionalism, patience, and a "people-first" attitude
- Helping to resolve people's issues and complains.
- Answer questions, and resolve any emerging problems that our customer accounts might face with accuracy and efficiency.

EDUCATION

Matriculation

2014-2016

Intermediate

2016-2019

CERTIFICATE'S

Driving lisence LMV 3 Dubai

Microsoft office

Customer Service