CURRICULUM VITAE

Tele-sales, Customer Support and Front desk

Personal Details

Name : Lamia Akter Liza

Father's name : MD FARUK

Date of Birth : 20 October 2002

Place of Birth : Bangladesh

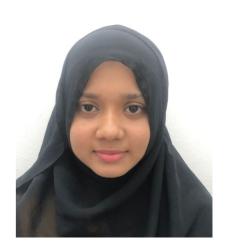
City : Dhaka

Resident Of : Dubai, UAE

Marital Status : Single

Mobile phone : +971 567 924 104

E- mail :lamiaakter1719@gmail.com



Objective

I believe in interest and effort of involvement i do. Highly motivated and detailed oriented, have strong experience as enthusiastic Customer Service professional with the proven ability to assist and resolve customer concern. I work well under pressure accurately and in calm mind.

Profile Summary

Manual Bookkeeping :

Top future electronics trading llc. UAE Dubai.

Responsibility and duty:

I have 1 year experience of,

Record maintenance and Keeping Track record of income and out flow of money office related business assets, including stock management, Sales Counting, keeping track record of purchase order.

- Computerized Book keeping: making computerized record in shape of spread sheets and office excel sheets.
- taking calls and dealing walk in customers

Cashier, Inventory, Customer Support

Bluemart Supermarket L.L.C - D.I. Academic City, Dubai. UAE

- During each 10 hours working shift I have served more than 400+ customers per day.
- I have served the customer in a welcoming way with good gestures and always showed positive responses towards them.
- Registers sales on a cash register by scanning items, itemizing, and totaling customers' purchases.
- Resolves customer issues and answers questions as a customer support officer. Checked prices and quantities for accuracy, collect and process payments, and scan items for purchase for the customers.

Academic Qualifications

Bachelor of Business Administration Amity University - Dubai

06/2022 - Dubai Academic City, UAE

Address Dubai, UAE | Field of Study Business | Final Grade Pending | National Certification BBA | Number of credits 136

Higher Secondary Certificate

Barnamala Adhorsho High School and College-Dhaka

06/20217 - 06/2019 Dhaka, Bangladesh

Address Dhaka, Bangladesh | Field of Study Business | Final Grade 3.83 out of 5 | National Certification HSC

Secondary School Certificate

Sheikhdi Abdullah Mollah School - Dhaka

06/20215 - 06/2017 Dhaka, Bangladesh

Address Dhaka, Bangladesh | Field of Study Business | Final Grade 4.05 out of 5 | National Certification SSC

Skills

Language: Urdu, Bengali, Hindi, English & English IELTS-6.5GT.

Technical: Microsoft Office, typing, composing, spreadsheets, documentation preparing,

Software: Windows (7,8,9,10), Microsoft Excel, PowerPoint, Logic ERP, Canva and mobile/tablet apps.

Devices: POS machine, printer, shredder, scanner, laptop, Android pc.

<u>Interest</u>

Internet surfing, Travelling, music, sports, and GYM.

Reference

Will be furnished upon request.

(Lamia Akter)

Signature