



ATHAR ALI KHAN

Cashier Cum Customer Services

PROFILE

I am good at working using my own initiative and I am flexible in my approach to work duties. An organised, results-oriented Customer Service Professional with an excellent track record of significantly increasing service quality, sales and customer base. Outstanding communication, relationship-building and influencing skills; competent in building customer relationships which inspire confidence and loyalty. A highly efficient individual with extensive team leadership experience, able to adapt well to new environments and learn new processes quickly to achieve outstanding results. Strong ability to multi-task and prioritise, and able to organise, train and monitor teams. Seeking a new, challenging role in a charity which will utilise existing skills.

CONTACT



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Dubai



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SKILLS

Customer Service

Sales And Marketing

Communication Skills

Computer MS.Powerpoint Excel Tally

EDUCATION

2014

XTH

St.Pauls College, Moradabad, India (2012 - 2014)

2016

XII

St Paul College, Moradabad, India (2014 - 2016)

2020

B.COM

M.J.P ROHILKHAND UNIVERSITY, Moradabad, India (2016 - 2020)

2022

M.COM

M.J.P ROHILKHAND UNIVERSITY, Moradabad, India (2020 - 2022)

EXPERIENCE

2016

Maaz Handicrafts, Moradabad India

I Am Here Work As A Customer Services Representative. HERE My Responsibilities Are Processing Orders And Transactions. Resolving Issues And Troubleshooting Technical Problems. Delivering Information About A Company's Offerings. Providing Proactive Customer Outreach. Handling Customer Complaints. Collecting And Analyzing Customer Feedback.

2018

Maruti Suzuki Car Showroom, Delhi India

In 2018 I Was Started My Journey As A Customer Service Representative In Car Showroom Here I Play A Major Role On Supervises All Vehicle Deliveries, Ensuring That Each Customer Is Informed Of The Vehicle's Warranty Details, Maintenance Requirements, And Features, Particularly Those Related To Safety. Introduces Customers To Service And Parts Personnel, Indicating Shop Location And Hours Of Operation. Follows Up With All Sales And Warranty Customers Within 48 Hours To Ensure Customer Satisfaction. Develops And Monitors The Results Of A Dealership Customer Service Questionnaire. Stays Abreast Of Upcoming Community Events And Considers Ways In Which The Dealership Might Participate.

2022

T.Choithram And Sons, Dubai

In 2022 I Was Joined T.Choithram And Sons In Dubai As A Cashier Cum Customer Service .Here My Job Responsibilities. • Doing Transactions On POS SYSTEM. • HANDLING Cash Complete Payment Process Making Receipt . • GIVING Customer Services When They Needed. • Answering Phone Calls Solve Customer Queries Taking Feedback. • Picking Online Homedeliveries Through Calls Amd Whatsapp.