

Ahmed Raza Qadri

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FLA, office assistant and sales agent equipped with 4-year extensive experience in a management & customer service. Employs excellent management skills and multi-tasking strengths. Demonstrated ability to improve firm operations by solving the existing issues.



Experience

09/2022 to 08/2023

**Employer Lulu international exchange, Dubai Designation
FLA (Front Line Associate in customer service)**

- Responsible for welcoming customers, provide them guidance to successfully perform transactions.
- Cash management or solving the customers complains related to the transactions due to wrong names, account numbers, wrong bank locations etc.

01/2015 to 12/2016

**Employer royal marriage hall
Designation Guest agent, Gujrat Pakistan**

- Greeting guests upon arrival and making them feel welcomed.
- Providing front desk services to guests.
- Delivering mail and messages.
- Processing guest payments.
- Coordinating with bell service and staff management.

01/2018 to 12/2019

**Educational experience
Employer Buckinghamshire New University UK
Designation sales agent, UAE Ajman**

- Meeting or exceeding sales goals.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.

08/2020 to 08/2022

**Employer AL Nashrah LLC.
Designation office assistant, Sharjah UAE**

Highlights

- Ability to convince
- Customer friendly
- Able to stay calm under pressure
- Team working skill
- Greeting behavior
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Language

1. English-proficient
2. Urdu-proficient
3. Hindi-proficient
4. Punjabi-proficient
5. Sairiki-proficient

Education

Bachelor of Arts in Management
from Buckinghamshire New
University, UK (year 2020)

Hobbies

- Playing cricket and watch
Comedy shows