



MD REZAUL AZIM

Admin / Sales / Accounts

INFO

Address

Rash Al Khor, Dubai,
UAE

Phone

+71542732812

E - Mail

rezaulazim15@gmail.com

PERSONAL INFORMATION

Father's Name :

Md Jahangir Alam

Date Of Birth :

12.06.1993

Sex :

Male

Nationality :

Bangladeshi

Religion :

Islam

Passport No :

A00803961

Language Known :

Bengali, Hindi, English,

EXTRA ACTIVITY

Government Voluntary
Organization (BNCC)

OBJECTIVE:

I want to be part of team where I be able to learn, contribute and enjoy my work and at the same time add value to my organization.

Qualification:

Master's (Political Science)

Computer Knowledge:

Operating System: All WINDOWS base platform.

Application Software: MS- Office, Office XP.

(Graphic Designer, Photoshop)

Work Experience:

Company: Navon Professions Human Consulrancies LLC
(1 December 2022- 28 th October 2023)

Designation : Admin & Sales Exceutive

Location : Dubai, United Arab Emirates

Job description

Assisting in resolving customer complaints/disputes

Providing information to customers

Monitoring sales performance

Closing sales deals

Keeping a record of calls and relevant details

Updating customer details

Keeping up-to-date with alterations to immigration laws.

Able to do sales over calls.

Ability to achieve monthly targets.

Meeting with prospective and extant clients to gauge which services they require.

Providing clients with all pertinent documentation.

Assisting clients with the completion of paperwork, and ensuring that this is submitted on time.

Verifying the authenticity of paperwork and supporting documents.

Preparing and providing invoices for your services

Contact potential customers to inform them about immigration product or service.

Answer questions about products or the company

Ask questions to understand customer requirements and close sales

Target need to be achieved by sales agent every month

Enter and update customer information in the database

Skills:

- Leadership Skills
- Administrative Skills
- Customer's Negotiation Skills

DATE :

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