



# FAHAD ALI GONDAL

## CUSTOMER SERVICE AGENT

### MY SKILLS

#### PERSONAL SKILLS

- Communication skills
- Work well as a team member or independently.
- Resourceful, energetic, competent, multi-task and results-oriented.
- Detail Oriented
- Customer Care Skills > Can work under pressure
- Self-starter can work independently
- Understanding of English and Urdu

#### LANGUAGE SKILLS

English 95%

Urdu 100%

### PERSONAL DETAILS

NATIONALITY :: PAKISTANI  
DATE OF BIRTH :: 21-01-1993  
MARTIAL STATUS :: SINGLE  
RELIGION :: ISLAM  
PASSPORT NO :: LY1809003  
VISA STATUS :: VISIT VISA

### MY EDUCATION

- PUNJAB COLLEGE SIALKOT**
- Intermediate since 2013
- GOV'T HIGH SCHOOL SIALKOT**
- Metric since 2010

### PROFILE INFO

To secure an opportunity where my experience and abilities can produce an outstanding rewards for both organization and myself.



#### Phone

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#### Email

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#### Address

Dubai , UAE

### WORK EXPERIENCE



#### DUBAI AIRPORTS ( FEB 2021 To FEB 2023

- Customer Service Executive



#### WASL ASSET MANAGEMENT (FEB 2018 TO FEB 2021). TANFEETH EMIRATES NBD (NOV 2017 TO FEB 2018)

- Office Assistant & Customer Service



#### EMIRATES ISLAMIC BANKS (NOV 2014 TO NOV 2017)

- Receptionist & Customer Service



#### SANA TRADERS SIALKOT PAKISTAN (2013 TO 2014)

- Counter Sales Officer



#### ABRAN TRADERS SIALKOT PAKISTAN (2011 To 2013)

- Office Assistant & Computer Operator

### DUTIES & RESPONSIBILITIES

- Maintain office and storage area
- Monitor and ordered office supplies  
Distribute file all incoming mail
- General customer service duties.
- Return calls as appropriate, usually per request

### INTER PERSONAL TRAITS AND STRONG POINTS

- Always takes advantage of opportunity to improve work and job assignments •With the concurrence of superiors to implement such improvements.
- Open to Challenge.
- Team player with leadership ability to boost morale and corporation. •Decision making, energetic & always giving extra efforts to each work.
- Goal oriented dedication and commitment to my work