



Zeeshan Ali

📍 Al ain, United Arab Emirates

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📅 4 March 1999

🌐 Pakistan

Professional Summary

Specializes in maintaining contact with customers, addressing concerns and helping resolve inquiries. To seek and maintain a full-time position that offers professional changes utilizing interpersonal skills and problem solving skills.

Skills

- Microsoft Excel
- Microsoft Word
- Customer Complaint Resolution
- Ability to work under pressure
- Time management
- Excellent managerial skills
- Team player
- Truth worthiness & Ethics
- Resilient and self confident with communication skills

Work History

10.2022 - Current

Senior manager

One deal properties - Al Alin, United Arab Emirates

Customer Service Representative

- Responsible to Customer requests for the service and company information.
- Delivered information to customers within specific time frame.
- Worked with complaints customers to understand needs and provide excellent service.
- Served customers in friendly efficient manner following outlined steps of service.
- Led and managed administrative staff to maintain smooth daily operations.
- Led overall direction, coordination and evaluation of department functions.
- Handling customer accounts.
- Handling payments of customers.
- Maintaining office equipments as needed.
- Monitoring the use of equipment and supplies within the office.
- Maintained smooth-running business operations by delegating priorities to staff abilities.

Education

2020

Bachelor of Business Administration, Business, University of the Punjab -

Jhelum campus, Jhelum pakistan

2018 ● Intermittent , Arts, FG college mangla cantt - Mangla, punjab pakistan

2016 ● Matric, Arts, Government high school sagri - Dina jhelum , Pakistan

Languages

● **Urdu** Native

English C1

Advanced

