



Abdul Farhan Nasir

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Objective

A graduate with a bachelor's in finance and over 4 years of experience looking to use his degree to further himself as a professional. Detailed oriented and with strong communicational skills, looking for an employment that could enhance my knowledge and help me grow as a professional and an individual.

Experience

- Xiaomi/Segway** July 2021 -
Sales Representative
*Sold Xiaomi Products including but not limited to Mobile phones, Home appliances, Electric Scooters that were being promoted and kept the record for the sales.
*Answering any customers questions and worries and concerns that they had. Identified interested customers to provide them with additional information on various products.
*Strengthened interpersonal communication skills that improved customer relation.
*Outperformed Monthly Sales Target
- Du** Feb 2018 - July 2018
Data entry operator
*Recording new customers Data and information provided by the forms. Updating information for existing Customers and newcomers.
Completing set of quotas of 50 forms per Day. •Reviewing Data for any error or deficiencies and correcting them when possible.
- Virgin Megastore** March 2019 - January 2020
Customer Service Representative
*Handling customer complaints and inquiries on a daily basis
*Provide solutions for the customers issues.
*Recording and detailing any complaints from customers.
*Provide accurate, valid and complete information by using the right methods/tools
*Manage large amounts of incoming phone calls

Education

- Euro College** 2022
Bachelor's in Business Administration in Finance
GPA 4.0
- Pakistan Education Academy** 2018
High school diploma

Skills

- Sales
- Problem solving
- Multilingual
- Interpersonal skills
- Microsoft office
- Customer service
- Computer literate
- Time management

Languages

- Urdu
- English
- Punjabi