

# Muhammad Fahad

United Arab Emirates  
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## **Summary**

A trustworthy and detail-oriented individual with a strong sense of responsibility, particularly in Monetary matters. Skilled in handling multiple tasks simultaneously while providing exceptional Customer service. Flexible and adaptable, with proven experience in managing various Administrative and customer-facing responsibilities efficiently.

## **WORK EXPERIENCES**

### **Nadd Albaher Project Management Services Est**

Dubai, UAE

#### **Customer Service**

##### **July 15, 2023 up to Present**

- Answering phone calls, ensuring proper coordination and relaying of messages.
- Handling customer complaints and inquiries, and taking necessary action for resolution.
- Coordinating with distributors, clients, subscribers, and vendors to ensure smooth operations.
- Assisting in sales and marketing-related activities.
- Monitoring staff attendance, holidays, and leave records.
- Contacting customers for account reconciliation and collection purposes.
- Managing the ordering of office supplies and materials as needed.
- Welcoming and attending to visitors and guests.
- Performing other administrative duties such as filing, photocopying, and document collection.

## **EDUCATIONAL ATTAINMENT**

- **BS (English Post Graduate)**  
Government College University Faisalabad (Session 2015 to 2019)
- **FA**  
Board of Intermediate & Secondary Education Faisalabad (2013 to 2015)
- **Matric**  
M.C high school BOARD Samanabad, Faisalabad, (Years 2012)

## **PERSONAL INFORMATION**

Age	:	29
Date of Birth	:	July 26, 1995
Civil Status	:	Married
Nationality	:	Pakistani