

SHEHRYAR MUMTAZ

CONTACT



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LANE 1A NEW WESTRIGE MISRIAL ROAD
RAWALPINDI

SKILLS

MS OFFICE

GRAPHIC DESIGNING

SOCIAL MEDIA

DATA ENTRY

EDUCATION

RAWAL COLLAGE RWP

2019-2021

ICS-STATISTICS

FEDERAL GOVERNMENT HIGH
SCHOOL MEHFOOZ ROAD
SADDAR.

2017-2019

Science

LANGUAGES

English

Urdu

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

A REAL ESTATE AGENT

MS BUILDERS RWP

Present

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Processes return transactions.

Customer Service Representative

MARS BPO

- I act as a liaison, provide product/services information, answer questions, and resolve any emerging problems that our customer accounts might face with accuracy and efficiency
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.

SALES AND MARKETING

MIAN GROUP OF CHAKWAL RWP

- To maximize the income of the Group in accordance with Policies and Procedures.
- To work as part of a team responsible for the delivery of a high quality service to all customers within the specified area.
- To provide a consistent, excellent rental income service to the Group's customers.
- To carry out interviews both in the office and at the customers' homes.
- To provide duty cover at other office locations as determined by a rota system.

Reference

Reference is Provided As Per Demand