

Muhammad Jahanzaib

House 273, ST 2A, Walayat Colony, Chaklala Scheme 3, Rawalpindi

+92318-5053614 :: muhammadjahanzaib173@gmail.com

Summary

Qualified Customer Service Representative with over 2 years in fast-paced customer service and call center environments. As a customer service representative I am personable good at building loyal relationships, solving problems, and Increasing Sales. I also excel in listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.

Skills

- Professional sales support
- Strategic sales knowledge
- Exceptional communication skills
- Stock records management
- Quality assurance and control

Work history

Sales Executive – 04/2016 to 09/2018

P&J Emporium, Bahria Town Rawalpindi

- Contact customer to follow up on purchases, suggest new merchandise and inform on promotions and upcoming events.
- Promote business as superior provider committed to efficiency and accuracy when engaging with customers.
- Answer product questions with up-to-date knowledge of sales and store promotions.
- Provide timely and effective replacement of damaged or missing products.

QURAN TEACHER – 10/2018 to 07/2023

- Help Students to Recite and Memorize the Quran
- Encourage and Motivate Students
- Make sure the Quran is Recited According to the Rules of Tajweed
- Organize Musabaqa (Debate) to Encourage Students
- Responsibility of a Teacher to Serve as a Role Model to his Students

Education

Matriculation in Arts:

Board of Intermediate and Secondary Education

Rawalpindi - 2016