



RAZIA BATOOL

CONTACT

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Al Qusais 3 Dubai

OBJECTIVE

Seeking an opportunity to apply my advanced knowledge of sales and customer service and my experience with team-building and staff development."

EXPERIENCE

Mass access Mobile retail

May,2019 - August 7,2023

Customer representative, Sales
I handle the "polosys software".

Add new purchase.

Follow css ,Enter the barcodes, promotions and every sales summary.

Best and friendly communication skills with customers. I was responsible for the cash register opening procedures, verifying the presence of cash and the correct functioning of all the necessary devices
Manages cash payments, currencies, credit cards and cheques, checking for consistency with the Company procedures and the tax regulations

Manages the process of billing and credit notes according to the local regulations.

AL Ansar hotel

August 2017 - 2019

Receptionist, Customer care

Greet all guests and assist them with check-in and check-out.

Maintain a positive attitude and friendly demeanor.

Respond to all guest questions and requests.

Answer and forward phone calls.

Manage guest bookings and reservations.

Keep a tidy and orderly workspace.

WLM Mobile live auction

January 2015 - June 2017

Call center

I use to call global wide. To invite the people to join our online bid to get chance mobile phones in cheapest price in auction.

I called about 350 people all the day on everyday basis.

I find the customers data my by self.

SKILLS

Friendly customers care behavior.
Focus customers demands.
Outstanding sales skills. Passionate and Hard-working sales. Honest and sincere. Motivate customers to buy and negotiate more with them to buy more. Friendly and trust worth sales skills.

PERSONAL DETAILS

Nationality : Pakistan

Religion : Islam

Passport : Bb3406183

Gender : Female

Driving : No have
Licence

Salary Claim : 3500

Visa status : Expires on 28
August 2023

EDUCATION

National University of Modern Language Islambad Pakistan

2010

Masters

A+