

ABDUL QAVI



✉ abdulqavi029@gmail.com

☎ 0503899513

📍 Abudhabi alflah st

🚀 SKILLS

MS office

Excellent communication

Flexible and adaptable

Problem solving

Teamwork and collaboration

👤 PERSONAL DETAILS

Date of Birth : 15/08/1999

Nationality : India

🗣️ LANGUAGES

Arabic English Hindi

🎯 OBJECTIVE

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

📁 EXPERIENCE

Customer service executive

2021 - 2022

Just dial Noida

Managed customer inquiries and resolved customer issues

Assisted customer with product selection and purchase decision leading to increase sales

Monitored customer feedback and identified opportunities for improvement in customer service process

Administrative assistant

2023 - Present

Full option car transport Abudhabi

Organize and schedule appointment.

Plan meetings and take detailed minutes.

Write and distribute email, correspondence memos, letters, faxes and forms.

Assist in the preparation of regularly scheduled reports.

Develop and maintain a filing system

Update and maintain office policies and procedures.

Submit and reconcile expense reports.

Provide general support to visitors.

🎓 EDUCATION

Secondary school certificate

2014

Swami dayanand SIC Azamgarh

Higher secondary school

2016

Swami dayanand SIC Azamgarh

Bachelor of business administration

2019

Integral University Lucknow

Master of business administration

2022

Integral University Lucknow

🏆 ACHIEVEMENTS & AWARDS

Awarded as best sportsperson of the year 2021 Inter University volleyball champion for the three consecutive year