



TAHA SAEED

EXPERIENCE

About Me

A challenging and rewarding carrier in the field of management sciences that will give me an opportunity to bring positive change in my unique personality, my superior analytical mind, and my ability to work harder and longer than any of my contemporaries



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ts599129@gmail.com

LANGUAGE

- English
- Urdu
- Arabic (basic)

PERSONAL DETAILS

- Date of Birth - 21-09- 1992
- Marital Status - Single
- Religion - Islam
- Nationality - Pakistani
- Visa Status - Visit Visa

EDUCATION

Qualifi Board, UK

- Diploma in Business management
Level 4 & 5

American High school

- Certificate in Business General Learning
center (GLC)

PIHS School, Sharjah , UAE

- Secondary School Certificate in Arts

Leads Education Centre, Sharjah

- Certificate in Microsoft Office

1-Tech Solutions

Lahore-PAK

2022-2024

Designation: Customer Service

- Adressed customer inquiries and concerns efficiently.
- Effective communication with customers for clear and concise information.
- Active listening by paying close attention to customer needs, concerns and feedbacks.
- Identifying and solve issues in a satisfactory manner.
- Possess a deep understanding of product or services to provide accurate information

2-Al-Ansari Excahnge,Dubai Br.

Dubai-UAE

2021-2022

Designation: Dirham Cashier

- Handle Dirham's currency only. Provide customers with prompt, excellent, and error-free service in accordance with SGOT Rules (Smile- Greet-Offer- Thank).
- Respect the comply with AML rules, policy and procedures of the company at all times.
- Greet and interact with customers in the branch premises with all relevant applications forms.
- Provide clear and detailed information to customer who enquires about products and services of the company.
- Handle customer complaints and address it to respective department, provide prompt reply with timely updates to customer in consultation with BM/ABM.
- Assist customers to fill up the required forms for their transactions.
- Guide and assign customers to designated counters according to their requirements and availability of free counters.
- Ensure the customer is provided with the highest standard of service and get feedback from them.
- Handle customers independently with greater confidence after acquiring adequate level of product knowledge

3-Etisalat O50 Telecom

Dubai-UAE

2019-2021

Designation: Sales Executive Etisalat

- Targeting customers for Etisalat E life plans and postpaid plans.
- Explaining products plans in details to customer.
- Achieving monthly target given by management.

LICENSE

- Holding a Valid UAE Driving License

4-Sharaf DG Dubai Mall

Dubai-UAE

2018-2019

Designation: Sales Promoter

- Briefing about product through Online chatting to customer.
- Selling product to customer by calling to customer.
- Achieve target and deliver customer service.
- Solving problem and answering queries of customer.
- Data Entry of Customer details and conversation of customer in Excel sheet.

5-Silver Electronics

Dubai-UAE

2016-2017

Designation: Sales Promoter

- Targeting customer for SONY Mobiles
- Briefing about product and selling to customer
- Achieve target and deliver customer service

6-Sharaf DG , Head Office

Dubai-UAE

2015-2016

Designation: Call Center

- Briefing about product through online chatting with customer
- Selling product by calling to customer
- Achieve target and deliver customer service
- Solving problems and answering queries of customers
- Data entry of customer detail and conversation in Excel sheets

7-Trilock , Arabian Concept

Dubai-UAE

2014-2015

Designation: Retail Merchandise

- Receiving inventory from warehouse
- Placing products on shelf's
- Removing of expired and damaged products with replacing new products
- Return expired and damaged products to Warehouse.