

D|C

# Davin Carson

## CUSTOMER SERVICE



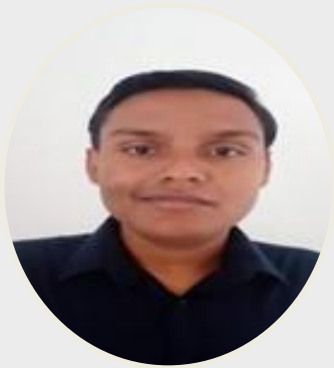
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## EDUCATION

### HIGH SCHOOL ORDINARY LEVEL

St. Joseph's college / Sri Lanka / 2015

### CREATIVE WRITING/LITERATURE

Divisional / Sri Lanka

## PROFESSIONAL TRAININGS

Microsoft Office

Telephone & Social Skills

Teamwork

Tele sales Training

## PERSONAL DETAILS

Date of Birth : 10.20.1999

Nationality : Sri Lankan

Marital Status : Single

Visa Status : Visit visa

Availability : Immediate

Customer Service-Oriented, Self-motivated, and Dedicated worker with extensive experience in resolving conflicts with customers. Through and attentive to detail in all professional matters. Proficient in Microsoft office.

## WORK EXPERIENCE

### Operational Coordinator | January 2022 – August 2022

#### Front Office Department – Unique Shine

Responsibilities include:

Coordinating the sales personal and Closing given sales Leads

Plan purchases and check on current supply stock

Coordinate Cleanup crew

### Public relations Officer | August 2021 – January 2022

#### Back Office Department – SAS Creative

Responsibilities include:

Contacting Clients to customize sports apparel

Data entry.

Maintaining stock.

Maintaining sales personal performance

### Tele sales representative | July 2019 – August 2021

#### Front Office Department – Auto com Japan Inc

Responsibilities include:

Generating sales leads towards the company

Social Media Marketing

Cold calling clients in order close given and generated sales leads

Training newcomers

### Data entry/Call center representative | June 2018 – July 2019

#### Back Office Department – AkzoNobel paints Lanka (Pvt)Limited Sri Lanka

Responsibilities include:

Placing orders towards the factory

Assisting the sales personal close sales leads

Handling customer complaints

Assisting the factory with documentary procedures