

Objective

Performed employment duties and best of abilities with objective of helping company in achieving goals. To do best in achieve the goals and objectives.

Skills

Customer Service, CRM, Office Management.

Work Experience

Asst Business Representative

ABC Corporation - April 2012 – April 2013

- Organized and hosted live training classes that taught our clients how to use our products and demonstrated what benefits it offers to their businesses.
- Able to memorize so much information about a certain subject with ease.
- Memorized guidelines after computer skills increased, phone customer service getting better every time.
- Used teamwork helping other with things which might not know about.
- Asked for supervisor and not being available will be able to take the calls and work the problem out.
- Planned and organized more than few programs so the knowledge of each one is essential.
- Managed both existing business and personal accounts and also acquired new ones.

Business Representative

ABC Corporation - 2011 – 2012

- Design cost effective telecom solutions for small to medium sized businesses.
- Consultation and sales efforts to introduce new voice and data products.
- Identify and qualify leads for referral to marketing.
- Create proposals and/or presentations to close the sale.
- Respond to incoming calls to retain and grow existing revenue.
- Professional and technical advice on voice and data products to ensure customer satisfaction..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

High school management.