#### CONTACT

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## **OBJECTIVE**

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges

### **EXPERIENCE**

### January 2023 - Present

## CRM executive

Nissan-Infiniti-Renault of Saleh Hamed Al Mana company

- -Cleaning the client's database accounts
- -Making outbound calls and contacting the clients by emails to get their details and keep them in the system
- -Entering information and notes into the database (Key loop) and in Excel
- Calling companies and inform them with new car promotions and offers to get them interested.
- Managing with other departments to provide customer direction and satisfaction

#### July 2021 - Jun 2022

#### Customer Service Representative

Phone-World

- -Maintained and organized the online customer account database
- -Wrote weekly and monthly reports on customer interactions Helped facilitate and create efficient client customer interactions by analyzing data
- -Swiftly solve issues that require the attention of a supervisor Handle customer inquiries and complaints

#### June 2020 - Mar 2021

#### Customer Service Representative

Tele-performance Tele-performance 2020 Jun-2021 Mar

- -Handled customer complaints with empathy and composure
- -Answered calls, responded to emails, and spoke with clients face-to-face
- -Processed a range of documentation and entered information into databases
- -Worked on team projects for new products and services available to clients
- -Helped train new employees to comply with Airbnb's customer service expectations

# May 2019 - April 2020

# Telesales Agent

Outlet shop HA

Followed up on all customer enquiries and direct customer to the correct HA department where further information is required

- -Maintained a regular call cycle to existing HA Customers to build strong, multi-level relationships within the company to maintain existing HA sales revenue as customers continue to trade
- -Proactively participated in meetings and helped create new practices

#### **EDUCATION**

2021

 University of technology epwand engineering Master degree in civil engineering

2016

College of bardo
 Bachelor degree

	<ul> <li>Excel</li> <li>World</li> <li>PowerPoint</li> <li>Oracle</li> <li>CRM database (Keyloop)</li> </ul>	
LANGUAGES		

• Français Anglais Arabic

# **CERTIFICATIONS**

- Formation en logiciel Robot avec certificat
   Formation en logiciel AutoCAD et Revit
   Certificat Coursera du logiciel AutoCAD
   Certificat en Leadership and emotional intelligence