

# SHAHNAWAZ SHAIKH

## Call Center Executive

### CONTACT



+91 9106839303



shawnsaikh98@gmail.com

### EDUCATION

#### RC High School Of Commerce

12th Higher Secondary

(2008 )

### WORK EXPERIENCE

#### Call Center Executive

Zion International BPO ( 2017 – 2023 )

- Worked to ensure a positive and hassle-free customer experience,
- Remained flexible, adaptable, and committed to success
- Helped to maintain and increase customer loyalty by placing follow up calls and expressing consideration for customers.
- Address all customer service queries in a polite, accurate, and timely fashion.

### SUMMARY

Dedicated Customer Service Representative dedicated to providing quality care for ultimate customer satisfaction. Proven ability to establish and maintain excellent communication and relationships with clients. Dedicated to identifying customer needs and delivering effective solutions to all problems. Hardworking, and ready to join my next team. Committed to utilizing my skills to further the mission Of a company.

### SKILLS

Adaptability

Ability to Work Under

Fast Learner

Ability to Work in a Team

Communication Skills

Microsoft Office

#### Housekeeping supervisor

Hotel Le Grand ( 2015 – 2017 )

- Maintained an adequate Stock Of cleaning supplies
- Brought forth a positive and self-motivated attitude, Remained flexible, adaptable, and punctual.
- Delivered inventory reports to my supervisor in a timely fashion each and every