

Administrator Administrator Administrator - Ecolog International company Work Experience
Administrator Ecolog International company November 2011 to Present at camp mike span
(Afghanistan) Key deliverables track & record: ? Keeping full-fledged track-n-record of the project
in hand, till the whole life of every single project. ? Providing clear, honest, and frequent
communication with intelligent preplanning. ? Ensuring that full Quality is being given. ? Always
ready for the customer complaints, and not letting it happen again. ? Understanding customer
needs & requirements, and give the same in return. ? Always being pro-active and open to ask
questions. ? Never to delay the Final-shipments. ? Excellent communication & presentation skills.
Client Relationship Management: ? Managing customer centric operations, forwarding customer
instructions to the concerned department & ensuring customer satisfaction by achieving delivery &
service quality norms. ? Cultivating healthy relationship & belief with customer for customer
retention, securing repeat business & for the benefit of work. ? Interfacing with clients for
understanding their requirements & suggesting the most viable solutions. ? Providing the best
possible quality-work, in the best possible time-frame (within the schedule). Team Management: ?
Managing team so as to get the work done on time, with the best possible quality. ? Timely
meetings, so as to learn the team psyche and to discuss the customer requirements, as well. ? To
practice camaraderie in the team, so as to work as a 'team'. Inventory & Database Specialist ASFA
Int Const. Co. - North, SC July 2008 to August 2010 in USA govt property department in iraq Under
LOGCAP IV project with KBR company (Subcontract by ASFA company) Education Bachelor of Arts
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