

# Sehar Ismail

Highly-motivated and hardworking Client service executive and an engineer, leading by example to ensure hardworking, target-driven teams consistently achieve against service targets. Using outstanding planning abilities to manage and coordinate client relation operations, ensuring profitable growth through faultless operational delivery with good communication skills.



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📍 SUBAH, Jubilee Road, THALASSERY, India

## WORK HISTORY

October 2016 to July 2019

**Client Service Executive**

**Executive-Client Support , AVLView, Calicut, India**

- Carried out day-day-day task and duties , accurately and efficiently.
- Ensured adherence to rules and regulations for continued company compliance.
- Grew client base through continued levels of outstanding service.
- Worked closely with company department to establish and deliver to client needs.
- Worked directly with [departments, clients, management] to achieve defines goals
- Supported in business development strategy, aiding achievement of company targets

## SKILLS

- Microsoft Excel
- Microsoft Office
- Digital Marketing / Content Marketing
- Google sheet
- Prior experience with intercom
- Computer skills
- Customer service
- Interpersonal skills
- Leadership
- Management skills
- Problem-solving
- Time management
- Client relations
- Account management
- Self-motivated
- Strong verbal communication

## EDUCATION

April 2016

**Engineer B Tech in Electronics & Communication Engineering**  
**College Of Engineering / CUSAT,**  
Thalassery, India

May 2020

**Certified in Microsoft Excel & Industry 4.0**  
**Tata Steel India**