

Sadia Sakhawat



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sadiasakhawat@ymail.com

OBJECTIVE

To obtain a position that will enable me to use my strong organizational, communication and computer skills and my ability to work well with people.

EDUCATION

University of the West Indies

June, 2016

BSc. Political Science, Minor International Relations.

EXPERIENCE

Customer Service Rep. | Caribbean Safety Products Ltd

June 6th 2016 - Present

Assist customers verbally and via telephone calls, Reply to emails/telephone calls, follow up on customer orders and their payments, organize meetings with the customer and their Marketing Reps, Cashier and Receptionist.

SKILLS & ABILITIES

- Management of time in which activities are completed
- Communication skills
- Leadership qualities
- Computer skills

REFERENCES

Yamal Rajaram, Caribbean Safety Products Limited

299-3912

I.T Technician

Zaheer Hamid, Caribbean Safety Products Limited

399-6262

Warehouse Attendant/Driver