RABIA SALEEM

Cell: 03363077195

Email: arain4265@gmail.com

**CAREER OBJECTIVE**

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally while allowing me to utilize my abilities and years of experience in an organization that is progressive, appreciates hard work, and provides ample opportunities of learning and growth.

**PERSONAL INFORMATION**

Father’s Name: Muhammad Saleem

Date of Birth: 22th July 1997 Nationality: Pakistani

NIC No: 42501-5110470-0

Religion: Islam Marital Status: Single

Language: English/Urdu

**ACADEMIC QUALIFICATION**

Bachelors (Humanities) From Karachi University (Appeared).

High School (Humanities) From Karachi Board. Secondary School (Science) From Karachi Board.

**COMPUTER SKILLS**

Ms Office

Windows XP/Seven

Internet surfing and downloading

Typing speed: 20 wpm

**PROFESSIONAL EXPERIENCE**

**R&I Electrical Appliances (Kenwood and Homage)**

**Customer Service**

**(February 2020 - Present)**

**DUTIES:**

* + - * Respond to incoming calls and queries
      * Respond to incoming emails from customer, dealers, and private and corporate clients
      * Make satisfaction and verification calls to customers and dealers
* Maintain fruitful relationships with existing customers
* Collaborate with team to achieve better results
* Implement new procedures
* Prepare monthly incentive of total complaints

**EFU Life Insurance**

**Sales Executive**

**(Feb 2019 – Feb 2020)**

**DUTIES:**

* + - * Sale insurance policies
      * Achieve monthly target with maximum quantity
      * Respond client inquiries
      * Approach prospective

**Denim International**

**Administration**

**(June 2018 – Dec 2018)**

**DUTIES:**

* + - * To look after labors
      * Maintain daily attendance record
      * Resolve labor issues with management
      * Maintain discipline on floor
      * Additional tasks related to administrative

**REFERENCE**

Available upon request