

Mohd Tameer Khan

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Bneid Al Qar, Kuwait,

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SUMMARY

To prove myself as committed and energetic professional in an organization, that gives me scope to apply and widen my knowledge and skills and to be a member of a team that dynamically works towards the success and growth of the organization.

EDUCATION

Master of Computer Application

Integral University

2020 - 2022 Lucknow, UP

Bachelor of Computer Application

Babu Banarasi Das University

2016 - 2019 Lucknow, UP

EXPERIENCE (3 + Years)

Customer Relation Representative

AL SALAM INTERNATIONAL HOSPITAL, KUWAIT

Jan 2023 – Working Bneid Al Gar, Kuwait

- Update and verify patient information at every visit
- Dealing with all kind of insurance and taking approval from the respective insurance company.
- Assist patients with filling out patient history forms, consent forms and payment contract forms.
- Review patient accounts, identify delinquent accounts and collect overdue payments

Business Development Executive

BYJU'S

July 2022 – Jan 2023 Salmiya, Kuwait

Byju's is **multinational educational** Technology.

- Working on prospect leads, identifying whether leads are qualified through different channels of communication.
- Converting prospect leads into potential customers through calls, emails, video meetings etc.
- Creating sales of Byjus educational application" for the students by effective rapport with the parents and students.
- Actively interacting with marketing team to discuss about lead quality also discussing with higher management in order to develop more sales.
- Participating in monthly review meetings in order to discuss new strategies, to increase sales
- Proceeding sales process like payment, sales order punch, cart punching, order confirmation, and follow-ups, escalations etc.

Operation Executive

ZOMATO

Sep 2020 – Jan 2022 Lucknow, India

Zomato is an **Indian multinational restaurant aggregator** and food delivery company.

- Resolving complaints / escalations received through different channels.
- Providing support including procedural documentation and relevant reports.
- Dealing with all telephone enquiries in an efficient and friendly manner
- Gathering and documenting customer information, payment methods, purchases, and reactions to products.

Tele sales Executive

INDIAMART

Jan 2020 – Sep 2020 Delhi, India

India MART Ltd is an **Indian e-commerce company** that provides B2Band customer to customer sales services via its web portal.

- Answering phones and explaining the product and services offered by the company.
- Resolving queries and issues related to the products and services.
- Answering customers' questions on the products.

SKILLS

Technical Skills

- Ms office
- Lead Squared, Zoho CRM automation software
- Ms Outlook, Microsoft Teams,
- Social Media Comprehension

PERSONAL DETAILS

Date of Birth	-	29/08/1998
Marital Status	-	Single
Passport #	-	R2518811

VISA DETAILS

Visa Article	-	Shoun 18 Ahli
Transferable	-	Yes
Civil ID	-	298082902423

LANGUAGES

English

Proficient

Arabic

Basic