MUTEEB MEHRAJ

CONTACT

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EDUCATION

University of Kashmir

BCA
2013 - 2016

Certification in
Photoshop Manipulation

Certification in complete
Web Developer 2018

SKILLS

Leadership
Communication
Computer vision
Troubleshooting
HTML/CSS
Javascript

PROFILE SUMMARY

- Managing incoming calls and customer service inquiries
- Generating sales leads that develop into new customers
- Identifying and assessing customers' needs to achieve satisfaction
- Oversaw the daily performance of computer systems.
- Ensured proper installation of cables, operating systems and software
- Referred hardware and software problems and defective products to vendors or technicians for service.
- Developed front-end of web applications.
- Made recommendations and developed technical design for new application features.

EXPERIENCE

AL-RAWAA KASHMIR (OCT 2017- MAR 2018)
IT Admin/Sales coordinator

- Engaged in assisting the sales team wherein managed schedules and the distribution of all sales documentations
- Ensured effective preparation and follow-up on sales made for clients and accordingly negotiated terms with the clients at the costs best suited for them

KASHMIR HOTEL & RESTAURANT OWNERS FEDERATION (KHAROF) (JUNE 2016 – SEPTEMBER 2017)
Computer Operator/Customer Service Representative

- Managed large amounts of incoming calls.
- Generated sales leads.
- Identified and assessed customers' needs to achieve satisfaction.
- Provided accurate, valid and complete information by using the right methods/tools.