



# Hamza Asghar

## Contact

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## Key Skills

*Administrative Support  
Customer Service  
Excel spreadsheets  
Travel administration  
Travel Arrangements  
Social Media and Promotions*

## Languages

Urdu  
English

## Profile

A highly motivated employee eager to take on new challenges, with a strong work ethic, adaptability, and excellent interpersonal skills. Skilled at working independently and quickly mastering new tasks. A personable and dedicated customer service representative with extensive industry experience. A solid team player with a positive, upbeat attitude and a proven ability to establish rapport with clients. Driven to maintain customer satisfaction and contribute to the company's success. Articulate, enthusiastic, and results-oriented, with a demonstrated passion for building relationships, fostering partnerships, and driving business growth.

## Experience

*Aviation -DXB* *(Mar 2024 - at present)*

*Working as a Loader at Emirates Airline in Dubai (DXB).*

*CSR at Ibex Global.* *Nov 2022 - May -2024*

*Contributed to the team as a CSR in Jazz Cash.  
Provided customer support service in the backend team of Jazz Cash DSF  
Handled the management of chat support services across multiple social media platforms.*

*Sales Officer at Osaka LED* *Mar 2022 - Oct -2023*

*Provided customer support service in the backend team of Jazz Cash DSF*

*AC Nielsen Amer- U.A.E*

*Jan-2016 - Dec-2017*

- Prepared monthly sales plans, detailing secondary targets.
- Worked as a Sub-Distribution Sales Executive in the electric business, managing \$2 million in sales.
- Oversaw daily data processing for sales and distribution tracking.
- Generated orders and managed shipments to meet target SKUs.
- Ensured alignment of resources with sub-distributors.
- Facilitated the induction of new resources based on business needs.

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## **References**

References available upon request.

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## **Education**

*Intermediate*  
B.I.S.E Lahore

*2017-2019*

Matriculation  
B.I.S.E Lahore

*2013-2015*