



Rabia Mushraf

Address: Al nahda sharjah. Email: Rabiamushraf99947@gmail.com
+971501438395 | rabiamushraf99947@gmail.com

Objective

A solutions-driven, qualified, enthusiastic, a multi-faceted & dedicated professional with a diversified portfolio of experience with progressive exposure in dealing with customer, vendors, financial & operations management. A young devoted professional, having experience of providing rapid and client-focused support, who can bring to your business: passion for his work, enthusiasm, recognized work skills, excellent analytical, communication and interpersonal skills. Foremost expertises include, but are not limited to;

Experience

- **Global village** 2016 - 2017
Customer service
- **Carrefour** 2018 - 2019
Customer Service Representative
Answering Approximately 200 inbound customer calls per day in a friendly and courteous manner.
Discussing Billing issues with the customer and offering possible solutions.
Providing information on additional products and services
- **Al sahari garage** 2019 - 2019
Receptionist
Duration: 6 month's
- **Emax** 2020 - 2020
Sales promoter
Duration: 3 month's
Work as promoter

Education

- **Pakistan Education academy**
Intermediate certificate

Skills

- • Excellent in English(oral & written communication) • Gifted with interpersonal & presentation • Troubleshooting and problem solving • Communicating clients for their responses. • Handle assignments in professional manner. • Strong analytical, organizational & time management. • Answer all calls and forward it to the relevant person. • Multitasking, prioritization and office administration. • Flexible, positive attitude and be a good team

Language

- English, Urdu

Personal Details

- Date of Birth : 28/12/1994
- Marital Status : Married
- Nationality : Pakistan

- Visa status : Visit Visa valid till January