

HASSAM SABIR

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Visit Visa Valid: 19-Aug2022



CAREER OBJECTIVE:

Professional Experience in Customer Services, Administration and Data Entry. I have Completed Education in Bachelor in Commerce. Looking For the Opportunity to Enhance My Career and Achieve the Objective of Organization.

CAREER PROFILE/SKILLS:

| Customer Services | Administration | Data Entry | Team Work | Delivery Boy | | Technical Skill | POS & ERP Software Skill | Microsoft Excel & Word | CRM Skill |

PROFESSIONAL WORK EXPERIENCE:



Imteyaz SuperMarket

Organisation: Imteyaz (Pakistan,Karachi)
Tenure: 01-Jan-2014 To 01-Dec-2015
Designation: Sales Associate

Responsibilities:

Handling the Complain, Providing Best Customer Services, Upselling ,Satisfying Customers Update the Sales Software ,Verify Deal Voucher, Marketing the New Deal, Operation Activities. Taking Online & On Call Order.



Chinese Village (Headlines)

Organization: Chinese Village Restaurant (Marina The Walk)
Tenure: Jan-2018 to Jan- 2020
Designation: Guest Services / Home Delivery Food

Responsibilities:

Working in the Chinese restaurant as customer services operator, taking order on call, dispatching the order, follow the order of the customer, deliver the order and Follow the feedback of the customer, Update the daily sales on software, issue the payment of the daily purchasing, update the expenses sheet. Solve the daily complain of the customer, promote the new deal and promotion, Working the point of sale software, Answer the customer quires on social media,WhatsApp, Customer handling, upselling and maintain the daily expenses of the restaurant.



Yabani Sushi (Jumeirah CityWalk)

Organization: Y by Yabani
Tenure: Dec-2016 to June 2017
Designation: Guest services cum (Home Delivery Services)

Responsibilities: Yabani is a restaurant located in UAE, serving a selection of Chinses, Russian, Asian, and International Food. Working in Customer Services, Order Taking and Dispatching, and order delivery on time. Follow up the customer feedback.

ACADEMIC EDUCATION:

DEGREE / CERTIFICATION	Institution	YEAR .
Bachelor in Commerce	University Of Karachi	2016
Intermediate	Al-Sahar Academy	2014
Matric in Science	Royal Grammar School	2012

TRAININGS & WORKSHOPS:

Self-Management & Social Marketing

2015

- Successfully attend the whole workshop about how to manage your self-personality In A Professional environment as well as how to utilize the social medium for business marketing. and growth.

Communication:

2016

- Business Communication Skill in a Professional Environment for effective coordination.

LANGUAGES:

- **ENGLISH** (Fluent)
- **URDU** (Home Country)
- **Arabic** (Basic Dubai)

PERSONAL INFORMATION:

Date of Birth	:	01-Jan-1998
Passport	:	BR5027312
Visa Status	:	Visit Visa
RELIGION	:	Islam
MARITAL STATUS	:	Single
BIKE LICENCE	:	63638037