



**AMMAR SAEED**

## INTRODUCTION

Age: 24 years  
Nationality: Pakistan  
Marital Status: single  
Language: English, Urdu  
Visa Status: Visit Visa

## CONTACT

+971 54 5785820  
ammarsaeed696@gmail.com  
Ammar Saeed  
Bani Yas Square Deira Dubai

## Skills

- Microsoft Office
- Coral Draw
- Adobe Photoshop
- Basic Computer Hardware Maintenance
- Software applications
- Data Management
- Multi Tasking & Time Management
- Window Installation
- Mobile Repairing
- Software maintenance
- Photo Editor and Video Editor



## PROFILE

A proven track record of competing difficult projects on schedule and on the tight budget. Ability to work in upstream location with limited communication and scant logistical support excellent interpersonal skills professional attitude and pleasant personality to manage projects independently or as a team member.



## EDUCATION

- **Matriculation** (2015)
- **Intermediate** (2015 to 2018)



## EXPERIENCE

- **Call Center** (Customer Services) (2 years)
- **Data Entry Operator** (2 years)
- **Sales Person** (2 years)



## ACHIEVEMENTS

Promotion to Senior Sales man within the 3-months probation period



## RESPONSIBILITIES

- Managed a high-volume of customer inquiries via phone, email, and live chat, consistently meeting or exceeding performance targets.
- Provided accurate and up-to-date information about products, services, and company policies.
- Conducted market research to identify potential customers and new market opportunities.
- Skilled in multitasking and managing high-volume customer interactions.
- Resolved customer complaints and issues promptly and professionally, ensuring a high level of customer satisfaction.
- Collaborated with clients to understand their vision and requirements, ensuring their expectations were met.
- Maintained accurate records of sales activities, customer interactions, and market trends.