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| WAJEEHA K. F |

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|  | Al Najda Street, Abudhabi  +971-50-660-4557  wajeehafarook@gmail.com |

# Objective

To seek opportunities in your esteemed office which can contribute to the success of your organization by utilizing best of skills and abilities and pursuing a career that provides exposure, creativity and adds value to me

# Education

## M. COM Finance and Taxation

MES College, Kunnukara, Kerala, India

## B.COM Finance

Horizon of Knowledge, Sharjah, UAE

# experience

## Customer Service Specialist | Nexus Bag Manufacturing PVT LTD

4th December 2017 – 10th January 2019

Duties and Responsibilities

* Communicating with clients and customers about their experiences with the product
* Providing advice on purchasing products
* Answering client or customer questions about the products
* Taking and processing orders for the products
* Listening to the customer queries or concerns and working to resolve their issues
* Make product and service suggestions to meet the customer's specific needs
* Provide information and instructions about relevant products and services
* Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution

# Skills & Abilities

* SAP
* TALLY
* MS WORD
* MS Excel

# References

## Available upon request

# Personal details

Gender : Female

Date of Birth :18-08-1993

Marital status : Married

Passport Number : N9779015

Visa Status : Resident Visa

Nationality : Indian

Languages Known : English, Malayalam

Notice Period : Nil

Current Position : Nil

# declaration

I do here by declare that all the information given above is true to the best of my knowledge

Place: Abu Dhabi Wajeeha K F