



SHAHBAZ KHAN

SALES CO-ORDINATOR

Inside Sales Co-Ordinator with 2 year of experience seeking to obtain a position as a Sales Co-Ordinator in a project oriented organization, where I maximize my customer service and events.
Coordinating experience as a challenging environment to achieve the goal.

PERSONAL DETAILS



Address

Muraqqabat (M), Deira,
Dubai, UAE



Email Address

khanshabazsk928@gmail.com



Phone Number

+971 568397861



Passport No. R3604287

Visa Type : Freelance Visa

LANGUAGES

English

Hindi

INTEREST

Travelling

Learn new thing

**Reading motivation
books.**

WORK EXPERIENCE

April 17 to Oct. 17 Sales Executive

Bloom System (VIVO Smart Phones),Mumbai, India

- Here I deal with direct selling to customer .
- Here I directly sale vivo smart phones to customer face to face conversation.
- Handled all customer service issasues in a timely and professional manner.
- Work to achieve and growth targets.
- Consistently held a position in the top 5 of our monthly sales rankings.

Dec. 19 – June 21 Customer service Executive

Altruist Customer Management India Pvt. Ltd, India

- My roles and responsibilities was that, to understand Customer query and response to customer as per the Resolution .
- I used to entertain genuine complaints and second complaints.
- Discuss with customer and co-ordinate with concern team for resolution.
- The perform effective on daily basis in line with targets provided.
- Handle customer's giving details, personalized, friendly and polite service to ensure customer retention satisfaction .

REFERENCE

References are available on Request, or in writing to the above Previous projects.

SKILLS

- Demonstrated leadership and communication skills.
- Proficient with MS Office and Internet.
- Positive thinking and interpersonal skills.
- Self Motivate, Accept challenges.
- Have good attention to detail to ensure/ verify accuracy of data.
- Be honest and responsible for every work given by senior.

EDUCATIONAL QUALIFICATION

| | |
|-------------|---|
| 2016 – 2019 | Bachelor of Management Studies From Mumbai University, India |
| 2014 – 2016 | Higher Secondary (12 th) from St. Mary Convent High School, Mumbai, India |
| 2014 | Secondary (10 th) from Mumbra Public High School Mumbai, India |

ADDITIONAL COURSES

| | |
|----------|--|
| May 2016 | Diploma in Computer Fundamentals, MS Office and Internet from Computer Academy (India) |
|----------|--|