

Noorul Ameen Nifras

BA Undergraduate

Kalmunai, LK .+971589823856

noorulameennifras3_x9w@indeedemail.com

+ 971589823856

My prime objective is to achieve a challenging position in the field of Marketing, Office work, receptionist, Cashier and Store keeper. And I have desired to work with a competitive environment to achieving organizational and personal goals.

INTERESTED SCHEMES

Marketing / Administration and receptionist/ Document writer

Work Experience

Documents writer

AIRTEL - Srilanka

March 2015 to January 2019

1. I can ability to work in customer side
2. MS office&word can fluently..
3. How to print letter from computer.
4. How to make a various kind of letters

Secretary

Multi Shop

February 2017 to July 2018

Customer dealer

Etisalat

2017 to 2018

Duties & Responsibilities

- Keeping good behaviors with customers.
- Understanding customers' need and trying to complete it.
- Attempting to find out faults and errors and clearing.
- Explaining to customers about new model phones.
- Preparing material request as collecting orders from customers.
- Checking out and showing new model & modified phones.
- Collecting cash from the customers and submitting as finalized.

Sales & team leader

Etisalat (srilanka) - Dubai

Education

Bachelor of Arts

Eastern University of Sri Lanka

National Certificate in spoken English in spoken English

NENASAIA government institute of Sri lanka

Skills

Marketing (etisalat) (3 years)

Additional Information

Key Skills &Interests

- Good communication & Interpersonal skill.
- Good time management skill.
- Ability to work under pressure.
- Creativity in solving problems.
- High commitment in team work.