

Sana Jageer

US

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Seeking a challenging and growth oriented position in a well-reputed organization, where I can make an effective use of my knowledge and capabilities, to utilize my talent, experience and qualification in a most effective manner towards building up a career in corporate.

Work Experience

telesales

Tourist company - Dubai

January 2018 to Present

- Building up a Good Image and Rapport • Effective and Timely Communication • Handel the customers • Make calls and follow up • Always maintain good telephone etiquettes

sales person

Park Towers Pakistan

September 2016 to December 2017

- Greet customers and ascertain what each customer wants or need.
- Open and close cash registers, performing task such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits • Clean shelves, counters, and tables.

receptionist

Digital Entertainment World - Karachi, PK

January 2015 to July 2016

- Greet clients as soon as they arrive and connect then with the appropriate party.
- Answer the phone in a timely manner and direct calls to the correct offices.
- Schedule and confirm appointments and maintain event calendars.

Education

Bachelor's

Additional Information

Visa status : visit visa