

CURRICULUM VITAE

DOB:- 12 Oct 2000

Aman Preet Kaur

Contact Details: 0547714360

Nationality: Indian

Email: mukhtiar.parwinder@gmail.com

Visa Status: Residence

Availability: Immediately

Experience: Worked as Telesales, Office Administrator & Business Development Executive.



• CARRER OBJECTIVE:-

Highly organized and adaptable to new situations or challenges in the workplace. Can deliver solutions on time, a strong communicator with peers, staff and management and does well under pressure.

• ACADEMIC QUALIFICATION:-

Completed High School Graduation with 81% in Commerce Department from Gulf Asian English School, Sharjah. Completed Bachelor Of Business Administration from my London American City College with 8.8 cgpa.

• GENERAL SKILLS:-

Computer: can operate MS office and has fast typing speed.
Can speak: English, Urdu, Hindi and Punjabi.

• WORK EXPERIENCE:-

COMPANY NAME : CREDIT LINK GROUP

PERIOD : February 2019 to September 2019

JOB DESCRIPTION : Telesales Officer

KEY RESPONSIBILITIES:-

Contacting potential for existing customers to inform them about a product or services.

Answering questions about products of the company.

Asking questions to understand customer requirements and needs.

Cross selling other plans as per the needs of the customers.

Keep records of calls, sales and not useful information.

COMPANY NAME : NASEEM AL REHAN TRANSPORT

PERIOD : September 2019 to December 2019

JOB DESCRIPTION : Office Admin

KEY RESPONSIBILITIES:-

- Keep stock of office supplies and place orders when necessary
- Manage phone calls and email correspondence.
- Assist colleagues whenever necessary
- Outstanding communication and interpersonal abilities
- Coordinate office activities and operations to secure efficiency and compliance to company policies

COMPANY NAME: PHOENIX CALIBRATION WEIGHTS METROLOGY

PERIOD : January 2020 to Till date

JOB DESCRIPTION. : Business Development Executive

KEY RESPONSIBILITIES:-

- Creating and maintaining a list/database of prospect clients; maintaining a database (Salesforce, Excel, etc.) of prospective client information
- Cold calling; making multiple outbound calls to potential clients; working and following up for the payment with the client through the closing process.
- Building business relationships with current and potential clients
- Excellent verbal and written communication skills; the ability to call, connect, and interact with potential customers
- Ability to work independently or as an active member of a team

• **HOBBIES:-**

- Travelling
- Exploring place

➤ Reading & Writing.