

UZAIR ARIF



+923066887305

Uzairarain7747@gmail.com

Rose Arcade Plaza 2nd Floor 12 No
Office G-11 Markaz Islamabad,



Summary

Qualified Customer Service Representative with over 5 years in fast-paced customer service and call center environments. As a customer service representative I am personable good at building loyal relationships, solving problems, and Increasing Sales. I also excel in listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.

Skills

- International sales support
- Strategic sales knowledge
- Exceptional communication skills
- Stock records management
- Quality assurance and control
- Strategic sales knowledge
- Exceptional communication skills

Education

Matric of Arts: 2017
I.Com / Commerce – 2019

Work history

Account Management in Private Company – 04/2019 to 09/2023

Unique Enterprises & Builders .,

- Contact customer to follow up on purchases, suggest new merchandise and inform on promotions and upcoming events.
- Promote business as superior provider committed to efficiency and accuracy when engaging with customers.
- Answer product questions with up-to-date knowledge of sales and store promotions.
- Provide timely and effective replacement of damaged or missing products.

Assistant Site Engineer FWO in Islamabad – 04/2022 to 09/2023

Foodspotting , in Islamabad

- Assisted customers with food selection, inquiries and order customization requests.
- Answered average of 100 calls per day, addressing customer inquiries, solving problems and providing new product information.
- Recommended, selected and helped locate and obtain out-of-stock product based on customer requests.
- Contacted customer to follow up on purchases, suggest new merchandise.

Reference

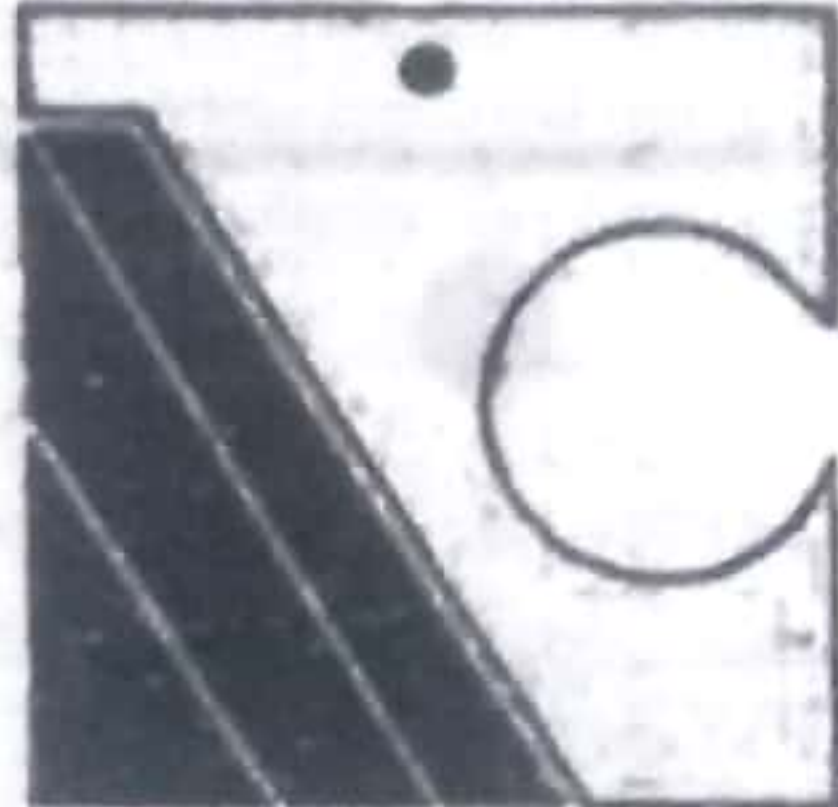
UNIQUE BUILDERS - Business
Consultant at SX Solutions
Splendings brich Construction
Private Company in Islamabad

Registration No A. S/O-1383

Roll No 56

AL-SYED INSTITUTE OF COMPUTER SCIENCE

Diploma in I.T/Office Management



HAFIZABAD PUNJAB (PAKISTAN)

This is to certify that Mr/Mrs/Miss Uzair Arif.

S/o, D/o Muhammad Arif has completed
Six(6) Months/year Diploma in I.T/Office Management.

He/She Passed the proficiency Examination of this
Institute held in the Month of Aug 20 19. He/She has been
Placed in Grade A.

His / Her Subjects for the said Diploma were.

- 1 Windows(X.P-7,8)
- 2 MS Word
- 3 MS Excel
- 4 MS Power Point
- 5 Urdu Inpage
- 6 Corel Draw
- 7 Adobe Photoshop
- 8 Internet
- 9 Graphic Designing

Managing Director

Date 31/08/2019





UNIQUE ENTERPRISES & BUILDERS

TO WHOM IT MAY CONCERN

Uzair Arif S/O Muhammad Arif
(CN IC 34104-0922372-7)

Professional Summary

Very skilled Excel & Word Specialist has strong knowledge of and experience with utilizing VLOOKUP, sorting, and filtering. Has excellent understanding of Excel & Word data item and project status report compiling. Has a certification as an Excel & Word Specialist through Microsoft. Has experience in this firm from January, 2018 –December,2021.

Experience

- Assigned and categorized products for online placement.
- Used time-management and prioritization skills to ensure project deadlines were met.
- Compiled reports of project status.
- Ensured spreadsheet data was accurate, complete, and followed company guidelines.
- Performed troubleshooting, escalating, and follow-up of work issues
- Compiled project status and item reports.
- Coordinated work with others working on the same projects.
- Monitored project progress and prioritized tasks accordingly.
- Completed bulk loading and manual data entry.
- Reviewed data spreadsheets for accuracy and completeness
- Responded quickly to emailed requests for data updates.

Dated: 15-01-2022




Chief Executive Officer

UNIQUE ENTERPRISES & BUILDER
Office No. 12, 2nd Floor, Rose Arcade Plaza.
G-11 Markaz, Islamabad



UNIQUE ENTERPRISES & BUILDERS

Experience Certificate for Accountant

Date: 02-03-2023

Subject: Experience Certificate for Accountant

To whomsoever, it may be of concern.

We hereby certify that MR. UZAIR ARIF has joined our company. Accountant Manager has been with the company for UNIQUE ENTERPRISES & BUILDERS year from 2019 to 2023.

During his/her tenure with us, he/she has proved himself/herself and has been very hardworking and dedicated. We have noticed that with his/her timeline and dedication, the project went very well on time. He/she can be named among those who deserve excellent growth in the Accounts career. We wish him/her all success in all their future efforts.



HR Department

M/S UNIQUE ENTERPRISES & BUILDER

Regards

UZAIR ARIF



**Splendings Birch
Construction**

Ref #:
Experience Certificate for Accountant

Date: 12-05-2023

Date: 12-05-2023

Subject: Experience Certificate for Accountant

To whomsoever, it may be of concern.

We hereby certify that **MR.UZAIR ARIF** has joined our company. **Accountant Manager** has been with the company for **Splendings Birch Constructions** year from **2022 to 2023**.

During his/her tenure with us, he/she has proved himself/herself and has been very hardworking and dedicated. We have noticed that with his/her timeline and dedication, the project went very well on time. He/she can be named among those who deserve excellent growth in the Accounts career. We wish him/her all success in all their future efforts.

Regards

HR Department

M/S Splendings Birch Construction

Mahar Tasneem Akhtar



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