



📍 Deira, Dubai UAE

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SKILLS

- Communication Skills
- Customer Relationship Management
- Analytical Skills
- Problem-Solving Abilities
- Attention to Detail
- Adaptability
- Technical Proficiency
- Team Collaboration
- Leadership and Initiative

LANGUAGES

- English
- Hindi
- Bengali

PERSONAL INFORMATION

- DOB- 4th Oct 1996
- Gender-Male
- Marital Status- Single
- Nationality- INDIAN
- Passport No. S 1289741

EDUCATIONAL QUALIFICATION

- Masters of Business Administration (Marketing + HR)
GAUHATI UNIVERSITY – 2021
- Bachelor of Science
GAUHATI UNIVERSITY– 2019

ABDAD HUSSAIN

OBJECTIVES: Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFILE SUMMARY

Work Experience

NoBroker Technologies Solutions private limited (*Packers & Movers*)

Administrative Assistant Sept2022- Sept2023

Handle general office tasks and administrative duties, such as directing communications between colleagues and customers, organizing schedules and events, entering data, bookkeeping, maintaining office equipment and so on.

- Deal with questions on the phone, by email and on social media.
- Greet visitors at reception.
- Draft letters, reports and other business documents.
- Update computer records.
- Print and photocopy items.
- Order office supplies.
- Set up meetings and take notes during them.
- Make travel arrangements for staff.

Sales Executive

Oct 2021-Aug 2022

- Identify and access potential customer to achieve the daily sales targets.
- Handling customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Adherence to policies and procedures.
- Creating good customer relations and providing ultimate solutions of their queries.
- Managing and resolving payment issues via CRM system.

TECHNICAL KNOWLEDGE

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Customer Relationship Management (CRM) software (Salesforce)
- Communication and collaboration platforms (Microsoft Team)
- Email management and scheduling tools (Outlook, Gmail)