

Pathan Abdullah

Customer service Agent

To obtain a challenging position which will commensurate with my qualification, experience, interest and contribute potentially to the employer. Effectively utilize my ability to serve my organization for its growth and constant development thereby become a big success in my professional and personal life.



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WORK EXPERIENCE

Customer Service Agent Indigo Pvt Ltd

01/2024 - 11/2024 *Mumbai, India*
chhatrapati Shivaji Maharaj International Airport Mumbai.

Achievements/Tasks

- Greet & Guide the passengers in Journey where they want to go with smile
- Providing general information to all passenger about there flights details, Delay and Airport facility.
- As well as we were offering Assistance with check-In and upgrade rebooking missed flight.
- Handling check-in Queues and assistant the passengers to get empty counters

Cashier Tz Mart

12/2022 - 11/2023 *Aurangabad, India*

Achievements/Tasks

- Provided excellent customer service by assisting with inquiries Resolving issues and ensuring a positive shopping experience to all customer
- Operated all cash register Processed transactions Efficiency and handled cash, Credit, and debit, UPI Payment.
- Collaborated with team members to manage high-volume ensuring smooth operation.
- Ensure the cleanliness and organization standard with well grooming.

EDUCATION

B.Com Sir Sayyed College Aurangabad

11/2022 - 12/2018 *Aurangabad, Maharashtra, India*

Courses

- Bachelor In commerce

HSC Mulana Azad college

06/2020 - 07/2022 *Aurangabad, Maharashtra, India*

Courses

- higher Secondary School

SSC Prime star English school

06/2010 - 03/2020 *Aurangabad, Maharashtra, India*

Courses

- High school

SKILLS

Team Work

Empathy

Active listening

Proactive

File and records management

Fast learner

Time management

Patience

Multitasking

Positive Attitude

PERSONAL PROJECTS

Internship at CA office (01/2022 - 06/2022)

- I had 6 month internship at Charter accountant office

ACHIEVEMENTS

MS-Office (03/2018 - 07/2018)

Learner Microsoft office

Personality Development (01/2018 - 12/2018)

Host (12/2018 - 12/2020)

Host at school events

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Urdu

Full Professional Proficiency

Marathi

Full Professional Proficiency

INTERESTS

Photography

Sports

Traveling

Explore new culture

nature

Personal development

Creativity and invocation

Fitness and well-being