

ADAM ADELGADER ELFAKI ELNOR

Customer Servicer

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EXPERIENCE

Customer service

Azizi Development Company

06/2021 - Present Dubai, UAE

- Customer services all matters related to the company's sales operations
- Concluding contract and sales deals with customers
- Follow up on all products and services offered by the company
- Verify data accuracy and completeness
- Identify and resolve data discrepancies
- Communicate with other team members to ensure that data is entered and managed effectively
- Maintain confidentiality of all data entered
- Conduct regular quality checks to ensure that data is error-free

Volunteer

Khartoum Hospital to Reduce Corona

Date period Location

Customer service

Ayashi printing

07/2017 - 05/2021 Khartoum, Sudan

- Keep up-to-date with changes to our inventory management system and other software used in data entry
- Collaborate with other team members to improve data entry processes and procedures
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Creating data backups as part of a contingency plan

EDUCATION

Master's Degree in Geographic

University of Khartoum

12/2020 Khartoum, Sudan

- Information Systems and Remote Sensing
- University of Khartoum
- Khartoum, Sudan

Bachelor of Geography and Media

University of Khartoum

12/2013 Khartoum, Sudan

Mini Professional Masters in Business

Fall Institute

09/2021 Khartoum, Sudan

- Administration
- Fall Institute
- Khartoum, Sudan

SUMMARY

Customer service with more than 5 years experience in inventory management. Proficient in using various Microsoft data entry and management programs, as well as exceptional typing speed and accuracy. Uses strong organizational skills to effectively set priorities and meet deadlines. Excellent attention to detail and ability to identify and correct errors. Dedicated and reliable team player with a strong commitment to professionalism and confidentiality.

LANGUAGES

Arabic

Advanced



English

Advanced



Urdu

Beginner



SKILLS

SPSS Statistics

ICDL

Gmail

INTERESTS



Volunteering development