ARSAL BAIG

- CUSTOMER SERVICE REPRESENTATIVE

CONTACT

- 📞 +971 58 946 7323
- ✉️ arsalbaig1@gmail.com
- 📍 International City Dubai UAE

EDUCATION

2019-2023
IQRA UNIVERSITY

- Bachelor of Business Administration

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Basics)

PROFILE

HR ADMIN with 4 years of experience in Educational sysytem and in CUSTOMER SERVICE SALES experience in Pharmaceutical industry. Proficient in MS Office, Payroll systems implementation, configuration, security, reporting, support, and data management with strong interpersonal and language skills in English and Urdu. Graduated with BBA in 2023, with a passion for Human Resource management and in Sales/Marketing. Eager to join a dynamic team and contribute to the success of the company.

WORK EXPERIENCE

LIFE PHARMACY LLC (AE)   2024 - PRESENT
Sales Associate

- Offering Free Sample Of Vitamins & Supplements For The Costumers .
- Free Health Screening Of Blood pressure & Blood Sugar.
- Taking Approvals Of Prescriptions From Insurance company.
- Doing RNC And RND Of Pharmacy.
- Checking Invoices & Merchandising Medicines In Shelf.
- Cross selling Of Products As Per The Prescription Requirement.
- Attending customers on landline calls, what's app & On Floor.
- Opening In New Stores Doing Catchment.

MUGHAL MEDICAL PHARMACY   2021 - 2023
Sales Associate

- Client Relationships.
- Maintaining Accurate Records.
- Achieving Set Targets Or Sales.
- Attend Sales Meetings & Conferences.

SABIR MEDICAL PHARMACY   2019 - 2021
Sales Associate

- Meeting Sales Goals.
- Customer Engagement.
- Reviewing Sales Performance.
- Gather Market and Customer Information.

MUGHAL GRAMMAR SCHOOL   2021- 2023
HR Admin

- Coordinate meetings ,Including Scheduling.
- Take Messages and relay them to relevant persons.
- Answer and direct phone calls to appropriate staff.
- Maintain and organize office files,records and documentation.