

# Rameez Raja

**Nationality:** Pakistani **Date of birth:** 19-10-2000 **Gender:** Male

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**Home:** (United Arab Emirates)



## ABOUT ME

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A Intermediate in Computer Science. With both national and international experience in Sales and Marketing, Customer service representative, Front desk receptionist, wants to work in a challenging environment where learned knowledge and skills can be applied in an efficient manner. A determined person in accepting the challenges positively and enhancing skills for personal development and commitment to the organization.

## WORK EXPERIENCE

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### Central Cash Office In charge

*Aswaaq Retail LLC UAE, Dubai* [ 2022 - Current ]

- Making bank deposit on daily basis.
- Expert proficiency with word and excel.
- Create cash reconciliation on daily sales.
- Deal in foreign currencies (US Dollar, Euro etc.).
- Provide daily reports.
- Provide training to the staff.

### Customer service representative

*Aswaaq Retail LLC UAE, Dubai* [ 2022 - Current ]

- Provide good customer service to our valued customers.
- Greet Customer with smiling face.
- Handling complaints and dealing with clients.
- Awarded with certificate of appreciation from company on behalf of winning Dubai Excellence Award.

### Sales Supervisor

*D Watson Pharmacy & Supermarket.* [ 2019 - 2022 ]

- Forge relationships with potential clients in order to integrate partner products.
- Hard-working, multi-tasker, known for doing whatever it takes to get the job done.
- Oversaw team of business development, product sales and advertising staff members.
- Hold meetings for sales staff and subsidiaries to discuss trends, new customers, and performance and sales goals.
- Provide Good Customer Care and handling store.
- Ordering and Posting invoices.
  - Look after staff salaries and OT.
  - Manage the requirements of customers.

## EDUCATION AND TRAINING

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### HSSC

*BISE Rawalpindi*

### SSC

*BISE Rawalpindi*

## **ORGANISATIONAL SKILLS**

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### **Technical Capacity**

- Salesman
- Public dealings
- Computer Basics
- Customer Service Representative
- MS Word/ Excel
- Data Posting
- Ordering

## **LANGUAGE SKILLS**

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Mother tongue(s): **Urdu**

Other language(s): **English | Arabic | Hindi**

## **SUMMARY OF EXPERTISE**

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- I have 3 year of rich and successful experience in Sales Marketing industry in Pharmacy.
- I have 2year rich and successful experience as a customer service assistant cashier and cash office supervisor.
- I have good knowledge as a customer service representative with good communication skills.
- I have in depth knowledge in Public dealings.