



MOHAMMAD YUSHUF KHAN

CUSTOMER SERVICE AND
SALES EXECUTIVE

WORK EXPERIENCE

Apparel Group
Dubai - UAE
2021 - Present

Providing high end customer service and promote specific merchandise. Provided positive first impressions to welcome existing, new and potential customers.

Answering customer queries regarding product and proper care for merchandise. Processed product returns and assisted customers with other selections. Achieving perfect attendance and on-time record. Tracking stock using company inventory management software

Amisha General Trading
Dubai - UAE
2019- 2021

Completed clerical tasks such as filing, copying and distributing mail. Interacted with customers by phone, email or in-person to provide information. Delivered clerical support by handling range of routine and special requirements. Developed correspondence letters, memos and emails. Processed invoices and expenses using QuickBooks to facilitate in-time payments. Arranged rapid office equipment repair and maintenance with vendors. Handled client correspondence and tracked records to foster office efficiency.

CONTACT



+971-589687455



moyusufkhan1996@gmail.com



Dubai United Arab Emirates

EXPERTISE

- Customer Service
- POS System Operations
- Stocking and Receiving
- Upselling Techniques
- Cash Handling
- Teamwork and Collaboration

LANGUAGE

- English (Professional)
- Hindi (Native)

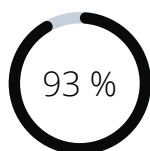
EDUCATION

Abdul Kalam Technical University
Technical diploma in Computer sciences
2019

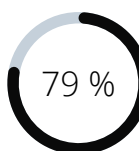
Abdul Kalam Technical University
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2018

SKILLS SUMMARY

Computer
Literacy



Strategic
Thinking



Project
Management

