



# MOHAMMED ZUBAIR

TELESALES & CUSTOMERSERVICE



42, 4th Street, Al Baraha, Dubai, UAE,  
Dubai, United Arab Emirates



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## PERSONAL DETAILS

Date of birth  
16 Mar 2000

Nationality  
India

Visa status  
Visit Visa

Marital status  
Single

## EDUCATION

### DIPLOMA IN MECHANICAL ENGINEERING

Nishitha College of Engineering  
and Technology /  
HYDERABAD /  
2019

### DIPLOMA IN MARKETING

Seven Boats Academy /  
HYDERABAD /  
2019

## LANGUAGES

ENGLISH

HINDI

TELUGU

URDU

## SKILLS

RECORD MAINTENANCE

CUSTOMER RELATIONSHIP  
BUILDING

CUSTOMER SERVICE

TIME MANAGEMENT

MICROSOFT EXCEL

## ABOUT ME

Dynamic and results-driven Telemarketer with a proven track record in sales and marketing. I am highly motivated and persistent, seeking to leverage my excellent customer service skills in a thriving, fast-paced environment. My passion for delivering exceptional results makes me an ideal candidate for companies that value dedication and effectiveness.

## WORK EXPERIENCE

### ANEX SOFTWARE TRADING LLC

Dubai  
Jan 2024 - Jul 2024

#### Telesales Representative

- Proactively cold-called from assigned contact lists to generate new business opportunities.
- Delivered impactful product presentations that highlighted features and benefits, boosting conversion rates.
- Consistently achieved \$Amount in monthly sales targets, demonstrating strong sales performance.
- Cultivated robust client relationships, driving customer retention and repeat business.
- Actively participated in training sessions to maintain up-to-date product knowledge and sharpen selling skills.

### RELIANCE SMSL LIMITED

HYDERABAD  
Sep 2022 - Dec 2023

#### Customer Service/Sales Associate

- Conducted client meetings to effectively present and explain products, ensuring a deep understanding of features and benefits.
- Managed documentation processes to ensure timely compliance and project initiation.
- Cultivated strong client relationships through personalized service and effective communication.
- Prepared and presented compelling reports to highlight product advantages and address client concerns.
- Proactively tracked and resolved client inquiries and document requests for efficient service.
- Leveraged CRM tools to optimize client interaction management and streamline operations.

### KS TIMBER DEPOT

HYDERABAD  
Jan 2021 - Aug 2022

#### Cashier and Office Administrator

- Expertly managed daily cashier operations, ensuring seamless transaction processing and delivering precise change to customers.
- Maintained financial integrity by reconciling cash drawers and preparing detailed daily sales reports.
- Delivered exceptional customer service by addressing inquiries, resolving conflicts, and assisting customers with product selections.
- Streamlined office operations through efficient data entry, filing, and meticulous record-keeping.