



moiz31049@gmail.com

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Uae

1/6/1994

Pakistan

## EDUCATION

Intermediate, Commerce  
**Badri high school**, Karachi,  
Pakistan  
January 2010

# MOIZ ZAHID



## PROFESSIONAL SUMMARY

Hard-working Office Admin with strong organisational skills. Achieves company goals through exceptional planning and prioritisation. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

## SKILLS

- Customer service
- Cash management
- Merchandising
- Online sales
- Marketing
- Data Entry
- Microsoft Office
- Office management
- Incoming call management
- MS Office
- Enquiry handling
- Sales strategies
- Customer relations
- Sales techniques

## WORK HISTORY

December 2023 - Current

**NGS Technology LLC - IT salesperson**, Deira Dubai, UAE

- Provided specialised information related to technical equipment, supplies and services
- Scheduled deliveries, equipment installations and repair services to foster customer satisfaction
- Responded to customer inquiries for sales information, pricing structures and product details.

February 2022 - October 2022

**Noor Al Hutaib Trading LLC - Sales coordinator**, Deira Dubai, UAE

- Provided service with a smile, offering courteous, helpful advice to best meet customer needs
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases
- Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities
- Answered high-volume daily telephone and email enquiries, minimising correspondence backlogs
- Coordinated office workflow and implemented improvements to drive efficiency and productivity
- Set office policies and procedures to keep team members coordinated
- Updated office management on team's activities and progress at weekly meetings
- Handled inbound queries by phone, email and in person
- Responded to customer inquiries and resolved issues promptly to maintain client satisfaction
- Negotiated prices and offered cost-effective sales quotes to entice prospective customers
- Worked cross-functionally, communicating with team members at multiple levels to deliver first-class customer service.

January 2012 - December 2014

**Fast Future Trading LLC - Warehouse assistant**, Dubai, Uae

- Sorted materials on warehouse racks and shelves.
- Picked, packed and dispatched high-volume orders, consistently exceeding warehouse performance targets.
- Maintained clean, safe and orderly warehouse space.
- Checked incoming goods against delivery documentation, reporting missing or damaged items for prompt resolution.
- Achieved daily auditing targets, working with pace and precision to effectively check stock accuracy.

## PERSONAL INFORMATION

- Date of birth: 01/06/94
- Nationality: Pakistan