



THASLEEM CHAKKALA

PROFILE

A position in junior level and to work in an organization where I can utilize all my abilities and who gives me an opportunity for all round developments of my personality and career oriented. Looking forward to rewarding and challenging position in an expanding, well establishment company

PERSONAL DETAILS

Passport No: P586024
Date of Birth: 28-09-1996
Nationality: INDIA
Visa Status: Residence visa

CONTACT

PHONE: 0567827300
thasleemch@icloud.com

LANGUAGES

ENGLISH
HINDI
ARABIC

VAN SALES, 02/2022 – CURRENT (FMCG)
LIFCO INTERNATIONAL IND CO LLC DUBAI

Duties & Responsibilities

- Handled concerns and complaints with care, delivering positive outcomes for continued customer loyalty
- Fostered positive relationships with customers, enhancing loyalty and retention
- Processed product returns, ensuring items were clean and resaleable
- Maximized sales revenue through effective upselling and cross-selling of associated products

EXPERIENCE AS A MESSENGER N ME SERVICE L.L.C ABU DHABI

Duties and Responsibilities

- Monitoring the use of equipment and supplies within the office
- Dealing with queries or requests from visitors and employees.
- Coordinating the maintenance and repair of office equipment
- Assisting other administrative staff in wide range of office duties
- Collecting and distributing couriers or parcels among employees and opening and sorting emails
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office
- Make sure the office premise is clean

EXPERIENCE OF AN SALESMAN CUM COLLECTION REPRESENTATIVE

Duties and Responsibilities

- Entering customer and account data from source documents within time limits.
- meeting with clients virtually or during sales visits.
- demonstrating and presenting products.
- establishing new business.
- maintaining accurate records.
- reviewing sales performance.
- working towards monthly or annual targets.

DRIVING LICENSE

- LICENSE NO : 2722832
- ISSUE DATE : 07-11-2021
- EXPIRY DATE : 06-11-2023
- LICENSE TYPE : MANNUAL

EDUCATION

- Higher Secondary Education

SKILLS

- Hardworking
- Punctuality
- Good Communication
- Adaptable & Flexible
- Microsoft Word, Excel and Power point
- Fast& Accurate Typing Skill
- Comfortable with internet and all types of Operating system

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief. I hope that my qualifications will meet your requirements.