



RAHAT BAIG

FRONT DESK AGENT/CUSTOMER SERVICE

☎ +971-567853323

✉ muhmmadrahat323@gmail.com

📍 Al-Rigga Dubai.

ABOUT ME

Having 2 years of experience in sales and office work, eager to explore myself for more learning .

EDUCATION

Pre Engineering (12th Std).

Gujrat Pakistan.

2017 - 2019

Short Course (Profesional Typist)

2018 - 2019

EXPERTISE

Fast Typing

Ms Office

CRM Software useage

Canva

Customer Satisfation

LANGUAGE

English

Urdu

WORK EXPERIENCE

○ JULY 2023- June 2024

Alfutaim Insurance PJSE | Dubai.

Policy Analyst & Sales.

- Created official agreements outlining the insurance coverage for each client.
- Make the policies from the company portal and generate secure online links for clients to easily pay their insurance premiums.
- Collected and organized important documents for each client.
- Maintained detailed records of clients using computer programs.
- Make an Endorcement for the client to remove and add into the insurance.

● Dec 2022 - JUNE 2023

Majestic Shades | Dubai.

FRONT DESK AGENT & CUSTOMER SERVICES

- Greeting visitors/clients with a warm welcome and make a positive impression and direct them to the concerned department or person
- Receive the deliveries and mails and sort them and send them to the concerned person.
- Scheduling and booking appointments and meetings for visitors with technical staff,
- Clean and maintain the reception area for visitors.
- Being a technical customer supporter, receive and answers the phone calls about the customers troubleshooting problems and direct them to the concern department and maintain a connection between customers and technical staff .
- Providing some administrative tasks like photocopy, printing documents and other general work.

REFERENCES

Will be provided upon request.