



RANA HASSAN TARIQ



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Sharjah, United Arab Emirates

EDUCATION

Bachelor of Software Engineering

Foundation University
Islamabad

2019-2023

NATIONALITY

Pakistani

SKILLS

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- IT System Skills
- Customer Services
- Teamwork
- Leadership Skills
- Time-management Skills
- MS Office
- IT Support
- Negotiating skills

LANGUAGES

- English
- Urdu
- Hindi

REFERENCES

Qazi Hasnat

Risala Agro Farms |
Company Secretary

Phone: +92-335-5984766

CAREER OVERVIEW

Versatile professional with a Bachelor's degree in Software Engineering and a breadth of experience spanning sales, real estate, customer service, and retail management. Proficient in effective communication and teamwork, with a proven track record of leadership skills. Possessing a keen aptitude for problem-solving and adeptness in troubleshooting computer systems. Known for adaptability and the ability to excel in various roles. Seeking to leverage this broad skill set and strong IT knowledge to contribute effectively in a dynamic professional environment.

WORK EXPERIENCE

Customer Services

Islamabad, Pakistan

- Handled inquiries, complaints, and requests courteously and efficiently.
- Resolved customer issues with problem-solving skills.
- Provided exceptional service, ensuring customer satisfaction and loyalty.
- Demonstrated exceptional listening skills to understand customer needs.

Sales Executive

Sharjah, United Arab Emirates

- Identified new sales opportunities through prospecting and cold calling.
- Conducted product demonstrations and presentations to potential customers.
- Stayed updated on industry trends and competitor offerings to inform sales strategies.
- Participated in sales training programs to enhance selling skills and techniques.
- Collaborated with cross-functional teams to ensure smooth order fulfillment.

Real Estate Agent

Bahria Town, Rawalpindi, Pakistan

- Successfully facilitated property transactions, including sales and rentals.
- Built and maintained relationships with clients to understand their needs and preferences.
- Provided personalized guidance and support to clients throughout the buying, selling, or renting process.
- Stayed informed about local real estate market trends, property values, and zoning regulations.
- Utilized digital tools and platforms to manage listings, communicate with clients, and track transactions.

Store Supervisor

Bahria Town, Rawalpindi, Pakistan

- Maintained store cleanliness and organization.
- Handled customer complaints effectively.
- Managed daily operations, staffing, and inventory.
- Conducted regular audits to check for expired items.
- Addressed customer complaints promptly and effectively.