

# Syed Mohd Tabish Raza

## Sales and Customer Support Executive

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### Personal Details

- Phone : +971 582813905
- Email : Traza3213@gmail.com
- Address : Deira, Dubai, United Arab Emirates.
- Date of Birth : 06/11/1999
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Muslim
- Gender : Male
- Father's Name : Late Syed Mohd Raza



### Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

### Experience

- **Customer Support Executive** February 2020 - January 2021  
Startek
  - Use to solve customer post delivery queries
  - Provide a resolution
  - Maintain relations with the customer by providing them the desired resolution
- **Sales and Customer Care Executive** January 2021 - January 2022  
Royal Enterprises
  - Generating sales of bank stationery.
  - Maintaing Relationship with regular clients.
  - Building new clients.
  - Solving customer queries regarding the order.
- **Fashion Consultant** February 2022 - April 2023  
Shopper's Stop
  - Responsible for sales, customer attending, providing good customer service.
  - Responsible for customer delight, customer satisfaction within the company policies.
  - Visual Merchandising of section.
  - Dealing with customer queries and complaints.
  - Completely handling the management of stock on hand and floor with proper replenishment of stock.
- **Assistant Accountant** February 2023 - February 2024  
M Danish & Associates
  - Reconcile invoices and identify discrepancies.
  - Prepare bank deposits.
  - Enter financial transactions into internal databases.
  - Maintain digital and physical financial records.
  - Issue invoice to customers and external partners.
  - Participate in quarterly and annual audits.

### Education

Course / Degree	School / University	Grade / Score	Year
B.Com	Lucknow University	50%	2021
Airport Ground Handling and Management	Speed Jet Aviation		2019
Intermediate	Unity College	81%	2018

Course / Degree	School / University	Grade / Score	Year
High School	Unity College	72%	2016

### **Skills**

- Organization skills.
- Good Listener.
- Team Player.
- Strong Communication skills.
- Adaptability.
- Effective Time Management.
- Ability to handle sensitive, confidential information.

### **IT Skills**

- 1. • Microsoft office
  2. • Excel
  3. • PowerPoint
  4. • Basic Java
  5. • Shorthand Typing

### **Achievements & Awards**

- 1st prize winner in Inter School product selling competition.
- 2 Time sportsmen of the year at school.
- Got selected for ASISC Zonal Football tournament.
- 1st prize in Inter House Ghazal Competition.
- Secured 13th rank in all over UP in International Olympiad of English Language and 2nd rank in the school.
- Star performer at zomato with the highest resolution of complaints at new year with lowest average handling time.
- 7 times over achiever of the target at Royal Enterprises with the highest sales record among 24 teammates.
- Customer choice fashion consultant at shopper stop with 150 regular customers.

### **Interests**

- Playing Football
- Playing Cricket
- Singing

### **Languages**

- Hindi
- English
- Urdu

### **Declaration**

- I declare that all the facts given above are genuine to the best of my knowledge and belief.



SYED MOHD TABISH RAZA