

TAWWAB CHIMAOKAR

PROFILE

Dynamic Assistance position to utilize my enthusiastic quality and ability to provide excellent customer service and energetic individual for an office. Organized and dependable candidate successful at managing multiple priorities with positive attitude.

CONTACT

 +973 33090127

Bahrain

 tawwab.fayyaz@gmail.com

EXPERIENCE

Indu Enterprises Logistics Pvt Ltd

2021-2021 INDIA

CUSTOMER SERVICE REPRESENTATIVE

- Regular delivery of stock to shop preparing delivery notes.
- Responsible for receiving and verifying deliveries quantity and quality of items.
- Maintaining Records of Stocks and Payment Handling.

Mohammed Noor Bokhari

2023-2024 BAHRAIN

RESTAURANT SUPERVISOR

- Ensuring that restaurant runs smoothly.
- Plans employee shift work schedules.
- Monitoring restaurant cash flows and settling outstanding bills.
- Cost handling.

Mast Information Technology

2024 PRESENT BAHRAIN

CUSTOMER SERVICE & IT SUPPORT

- Providing help and answer to clients technical issue.
- Guidance of the users to support them becoming more productive..
- Reports common product and service complaints.
- Help clients to make use of different features.

SKILLS

- Decision Maker
- Innovative
- Fast Learner
- Service Focused
- Project management
- Creative problem solving
- Communication skills

EDUCATION

Maharashtra State Board

2016-2028 INDIA

Higher Secondary Certification
Science

Pal India Institute

2016 INDIA

Information Technology Skills