

SYED ABDUL MANNAN



CONTACT



Satwa Round About, opposite of Al wasl park, chai time , maria bakery building
2nd Floor

+971557446143

@ syedmannan941@gmail.com

SKILLS

Critical Thinking

Adaptability

Skill Oriented

Computer Literacy

Customer Service

Team Management and Marketing

LANGUAGES

English

Hindi

Urdu

Kannada

INTERESTS

Playing Cricket

Watching Movie's

Traveling

EXPERIENCE

IT Hub (India)

2015 - 2016

Customer services

I have worked as a customer service officer in the company for the 1 year of contract where my job is to work for the US based clients to provide them the information about the Financial services ie, loans as well as Maintaining there pay roll...

Hinduja Global Solutions (India)

2017 - 2018

Customer Relationship officer

I have worked as a customer relationship officer in this company for 1 year where i use verification software and a predefined process to provide top-level customer care to callers and promptly resolve problems, And dealing with the corporate selling.

Al Ansaar Hospital (India)

2019 - 2020

Receptionist

Worked as Hospital Receptionist and Front desk Representative, As A hospital receptionist my job was

Welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquires and

Scheduling appointments for patients

Maintaining records and accounts of patients

Assisting patients in filling medical forms

Processing different payments for patients

Transcribing physician notes

Answering multi-line phone and transferring calls to direct and departments

Maintaining the confidentiality of patient and doctor's information

OASIS Maple (Dubai)

2021 - 2021

Sales executive

Worked as a sales representative in a Tours and travel Management company in UAE for the corporate companies, and up selling the packages and maintaining the itenory for the travellers and hence following up for the potential customers to close the deal's

DAMAC CTA (Dubai)

2022 - 2023

Customer service

Worked in a faced pased Company Named DAMAC CTA With the position of customer service and tele caller,



Fintrek marketing (Dubai)

2023 - 2024

Sales executive

Currently Working in the Company Named as Fintrek marketing, its a DSA of Emirates NBD Bank, as a Sales representative

EDUCATION

Bangalore University

2017_2018

B.COM

67 %.