



# PHILEMOON JAMES

As a dedicated learner, I am committed to continuous professional development and staying updated with the latest industry trends. I am actively seeking opportunities where I can contribute my knowledge and learn from experienced professionals, ultimately shaping a successful career.

## Contact

### Phone

+971 554549809

### Email

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### Address

Al Rigga Street, Dubai,  
UAE

## Education

### BBA - Human Resource Management

ILMA University  
2017 - 2022

## Personal Information

Date of Birth : Dec/28/1997  
Gender : Male  
Religion : Christian  
Nationality : Pakistani  
Marital Status : Single  
Visa Status : Visit Visa  
Passport No : PA0008541

## Skills

Customer Service  
Cold Calling  
Time Management  
Communication Skills  
Computer Skills  
Microsoft Office

## Language

English  
Urdu  
Hindi

## Experience

### 2022 - 2023

Blessing I Karachi, Pakistan

#### Telesales Executive

- Contact potential or existing customers to inform them about a product or service using scripts.
- Answer questions about products or the company.
- Ask questions to understand customer requirements and close sales.
- Answering customers questions on the products.

### 2019 - 2022

Shanat Telecom I Karachi, Pakistan

#### Telesales Executive

- Initiating sales with potential customers over the phone.
- Asking questions to engage customers and keep the conversation going.
- Listening to the customers needs to generate repeat sales.
- Gathering and documenting customer information, payment methods, purchases, and reactions to products.
- Answering customers questions on the products.

### 2018 - 2019

Silk Bank Limited I Karachi, Pakistan

#### Sales Executive

- Sell bank products to retail customers CASA (Current Account, Savings Account)
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Collaborate with team members to achieve better results.

## Certifications

Introduction to Microsoft Excel, Coursera  
Wealth and Personal Banking Job Simulation, HSBC  
Banking and Finance, LLD Institute of Management & Sciences  
Human Resources Specialist, Pro Profs  
Hire Effectively to Build a Rockstar Team, Instamojo