



## CONTACT

+971551322815

zeeshanamanat3434@gmail.com

Dubai Al Barsha in front of day to day

## EDUCATION

### Matriculation

**BISE Rawalpindi**  
2016

### Intermediate

**BISE Rawalpindi**  
2018

### Bachelors

**University of Punjab**  
2020

## SKILLS

- Certified and proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Familiar with CRM tools.
- 40PM TYPING SPEED.
- Good verbal and written communication skills.
- All knowledge accounting bookkeeping/reconciliation/journal entries
- Video Editing/Graphic Designing

# ZEESHAN AMANAT

## WORK EXPERIENCE

### Bitculture (Dubai)

**Tele Sales Agent. 08/2023 - Present**

*Dealing with Stock and global market.*

Properly directed 100 inbound calls daily in phone queues to improve call flow. Handled customer complaints and provided alternative solutions to ensure the resolution of complaints. • Assist customers in placing orders, fulfilling refunds, and handling exchanges.

### PRESENTATION CONVERT SCHOOL HEAD OFFICE

**ADMINISTRATIVE ASSISTANT 03/2020 -- 07/2023**

• Work in a confidential highly responsive relationship with management. • Prepare letters, presentations reports as required. • Schedule Executive Travel and staff meetings. • Phone calls and email requests. • Monitored office supplies and replenished stock as necessary.

### EXPERT LINKS (PVT) LTD.

**Tele Sales Agent. 01/2019 --03/2020**

• Maintained accurate and current customer account data with manual forms processing and digital information updates. • Facilitated information flow between customer service, account management operations, quality assurance, training, and payroll departments to guarantee call center objectives were met. • Wrote and proofread orders with utmost detail reflecting pricing and discounts.

## REFERENCES

- Will be furnished if required.