



CONTACT

+971 551322815

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.