

# MD. AMJAD

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## Visa Status:

Valid up to 4<sup>th</sup> Nov 2023

## Summary

Qualified Customer Service Representative and office admin with over 9 years in Telecom, Tele sales and MLM Company and qualified as inventory associate and filing clerk. As a customer service representative I am personable good at building loyal relationships, solving problems, and Increasing Sales. I also excel in listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.

## Skills

- Strategic sales knowledge
- Exceptional communication skills
- Stock records management
- Computer Skills, MS office, Photoshop, Designing

## Strengths

- Zeal to learn at work
- Positive Attitude
- Commitment towards work

## Personal Details

- Name: Md Amjad
- D.O.B: 7<sup>th</sup> June 1993
- Nationality: Indian
- Gender: Male
- Marital Status: Married
- Passport: Y6840611
- Languages Known: English, Hindi & Telugu

## Work Experience

### **Customer Service Representative (Computer Operator)** **Idea Store (Telecom)** Hyderabad India for 3 Years

- Receiving customer and solving their problems.
- Explaining them regarding new products and services.
- Solving technical and network issues
- Reminding about their monthly bill payments

### **Customer Service Representative (Computer Operator)** **Reliance Communications (Telecom)** Hyderabad India for 3 Years

- Receiving customer and solving their problems.
- Explaining customers regarding new products and services.
- Solving technical and network issues.
- Reminding about their monthly bill payments.
- Leading sales team to achieve their targets.

### **Customer Service & Sales Associate (Computer Operator)** **Herbalife Nutrition (Multi-Level Marketing)** Hyderabad India for 3 Years (Partime work from home)

- Inviting customers and introducing company products.
- Selling monthly packages and giving services on health and wellness.
- Taking feedback and getting more referrals virtually to grow more sales.
- Taking Virtual Meetings and giving knowledge about company products

### **Filing and Office Admin: (Computer Operator)** **High Court for the State Of Telangana** Hyderabad India for 4 Years

- Filing management and Data Entry of legal proceedings.

## Education:

SSC: from Central Board of Secondary Education

Inter: State Board from Resonance Junior College (Discontinue)

Advance Diploma in Multimedia

**Declaration:** I hereby declare that data furnished above are true to the best of my knowledge and belief.

Applicant  
Md Amjad