



# BASIT SAID

Sales, Cashier, Customer service, Office assistant



Basitsaid77@gmail.com



+971 56 8567520

**Visa Status:** Employment

**Address:** Sharjah UAE

Seeking an opportunity in a reputable organization where I can leverage my knowledge and skills thus enriching the information and expertise to my personal and professional growth,

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## EDUCATION

### MSC (physics)

University of Poonch Rawal Akot

Ajk Pakistan

2016- 2018

### B. ED

AIOU Pakistan

2019 - 2021

## SKILLS

### Communication

### Product Knowledge

### Time Management

### Customer Service

### Problem Solving

### Multitasking

### Microsoft Office

### Ability to stand for long

## EXPERIENCE

### Sales Attendant

ADNOC Distribution| 08/2023 to continue

- Ensure a high level of customer satisfaction through excellent sales service.
- Recommend and display items that match customer needs.
- Accurately describe product features and benefits.
- Follow all companies' procedures and policies.

### Billing Executive

Care cloud MTBC | 09/2020 - 04/2023

- To perform medical billing of offshore doctors.
- To tele converse with insurance companies for claim follow up.
- To tele converse with clients (Doctors) in USA.
- Entering customer and account data from source documents within time limits.
- Review data for deficiencies or errors, correcting any incompatibilities and checking output.

### Assistant Storekeeper

Riskino Garments Islamabad Pakistan | 01/19-08/20

- Handling, Checking, Receiving, Picking, Packing and storing of all incoming stocks.
- Checking the received items and ensuring that they are of accurate quantity, acceptable quality and type.
- Making sure that all inventory processes are completed on the same day.