

SYED ABDUL MANNAN



CONTACT

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Shatter buliding Al-Nahda 1 sharjah

SKILLS

- ✓Goal oriented
- ✓Target achiever
- ✓Time management
- ✓Database management
- ✓Analytical thinking
- ✓Good communication skills

LANGUAGE

•Urdu •English •Hindi •Kannada

INTERESTS

Playing cricket
Watching movies

OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with experience supporting executives, sales personnel, and managers to improve internal operations for small businesses.

EXPERIENCE

Al Ansar Hospital,India

Jan-2021 - Oct-2021

Receptionist

Welcoming patients and visitors, answering the telephone and answering any inquiries, Scheduling appointments and keep those appointments on time, Assisting patients with completing necessary forms and documentation, Keeping a clean and calm reception area.

Hinduja Global solutions(HGS),India

Jan-2018 - Jan-2019

Customer relationship Officer

Address customer need and concerns efficiently and effectively to turn unhappy customers into return guests.

On call selling products and bulleting rapo and establishing good relationship with customer to ensure a good retaintion.

Mehta jewellers, India

March-2019 - Dec-2020

Sales executive

Selling the jewellery products offered by the local stores, assisting and helping the customers for choosing the jewellery and completeing the sales transaction amd informing them about the jewellery.

Oasis Maple, Dubai

Nov-2021 - Nov-2022

Sales executive

Sales product by establishing contact amd developing relationship with prospect and identifying, analysis the clients need and converting them for leads.

Damac CTA L.L.C, Dubai

Dec-2022 - July-2023

Customer Care Executive

Answering client correspondence through email, social media, and billing.

Providing customers with clear instructions to resolve issues.

Maintaining the administrative record of the company.

Prepared contracts, conduct sales report developed and implement new starigies in order to increase coprote sale.

EDUCATION

St.Aloysius International university

2014-2017

B.com

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St.Anthony PU College,Mysore

2014

Commerce (BASC)

PERSONAL INFORMATION

D.O.B: 11-jan-1997

Place of Birth: Mysore Karnataka

Nationality: Indian

Gender: Male

Marital status: Single

