Summary

Five-years of experience in a telecommunication franchise and a proficient accountant who constantly performs the work correctly. Quick customer service agent that consistently goes above and beyond to increase sales and satisfy clients.

Experience

**Manager**- 01/2018 to 06/2023

**Wali communication**, Shahdadpur

**As a manager**, I maintain staff by recruiting, selecting, orienting, and training employees. Ensures a safe and legal work environment. Develops personal growth opportunities. achieves staff results by communicating job expectations, planning, and monitoring.

**Accountant**- 06/2018 to 06/2023

**Wali communication**, Shahdadpur

**As an accountant**, I maintain financial records and ensure that financial transactions are properly recorded. Ensures the accuracy of entries in ledger accounts and reconciles subsidiary ledger accounts to the general ledger

**Customer Care Representative-**02/2020 to 06/2023

**Wali communication**, Shahdadpur

**As a customer service representative**, I do inquiries, generate sales leads that develop into new customers, and identify and assess customer needs to achieve satisfaction.

Education

Bachelor of Commerce: - 2022

Quaid-e-awam University, Nawabshah-Pakistan

Diploma of Associate Engineering CIT: - 2022

Goverment polytechnical institute, Shahdadpur-Pakistan

Strengths

Honesty

Relationship-building

Strategic thinking

Creativity

Sc

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Najeeb khan

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### Highlights

* Mastery of classic cocktail recipes
* Bar management
* Friendly
* Excels at up selling
* Clean and

Contact info

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References

Available on Request