**Dexter Caldeira**

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**Personal Information**

Name Dexter Caldeira

Nationality Pakistani

Marital Status Single

Date of Birth 7-11-1996

N.I.C # 42301-9700033-3

Address Amira apartment 4th floor house #404

Din bai compound saddar lucky star

**Professional Goal**

Being a Multi-Talented Individual having experience as Computer Operator, Admin Officer, Telephone Operater and Sales & Support, I aim to Combine these Experiences and develop a Leading Career in a prestigious organization

**Experience and Achievements**

**S**ales Repersentative at ePlanet (1 Year)

Duties: Attending incoming call, handling customer concerns and providing information

Customer support Representative at ePlanet (1 Months)

Duties: Calling the leads, providing product information to the customer to generate sales.

Reception at Ansar Burney International (1 Year)

Duties: Attending incoming calls, handing clients and inquiries.

Admin Assistant at Gresham’s Eastern pvt ltd (1 year)

Duties: handling the reception, incoming/outgoing calls, managing staff attendance and timing reports,

Sales Representative at Epoch communication.

Duties: Making outbound calls providing information taking the clients information to generating leads.

Sales and customer support executive at Salsoft technologies (1 year)

Duties: making outgoing calls to the data provided to provide design and development services.

Sales and customer support executive at Technado Pvt ltd.

Duties: Handling the customer account, getting the project done according to the client's requirements and upselling other projects.

**Technical Skills**

Excellent grip on Windows OS

Professional use of internet and social networking sites

Typing speed of 65wpm

Strong grip on Microsoft Office Suite

Good troubleshooting skills for Windows OS

**General Skills**

Excellent in verbal and written communication

Efficient in marketing and sales communication Can work in a team and be a dynamic key player Has a cool temperament and can handle deadlines Can work without the supervision of a manager Highly dedicated to giving optimal performance at all times

**Education Record**

Matriculation from Farabi Concept School Karachi

**Activities and Interests**

Loves to read

Dog walk

Loves Music

**Language Proficiency**

English, Urdu

**References**

Will be provided on request