

Alishba Shakeel

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Senior Sales/Customer Representative



Experiences

10/2020 to present/2021

Senior Customer Representative.

Tribe Consulting Pvt. (LTD) , Karachi.

Senior Customer/Sales Representative.

- * Performed general office duties and administrative tasks
- * Managed to train agents for the different operations
- * Handling Customer, achieving targets and floor handling.
- * Managed to have great communication skills with customer.
- * Handling 5 different campaign and a team of 23 employees.

09/2018 to 09/2020

Senior Sales executive

CODIXY LABS INC. , Karachi.

- Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repair orders.
- Ordered supplies and kept inventory at optimal levels.
- Coordinated about the received parcels.

Awards

- * Developing Leader
- * Best performer of the year
- * MAXIMUM PRODUCTIVITY.

Highlights

- Results-oriented
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Completed my Olevels from
Mama Baby Care Cambridge

Hobbies

- Photography.