



# MUHAMMAD MUDASSIR

## PROFILE

*Seeking an entry-level position to begin my career in a high-level professional environment where I can utilize my background in business studies.*

## CONTACT

### CELL:

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### ADDRESS:

House no. D-2, Petal Residency, Block 8,  
Gulistan-e-Johar, Karachi, 74400

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## EDUCATION

- **BACHELOR IN BUSINESS ADMINISTRATION**

IQRA UNIVERSITY, 2019- PRESENT

- **HIGHER SECONDARY CERTIFICATE**

FATMIYAH COLLEGE, 2019

- **SECONDARY SCHOOL CERTIFICATE**

GUARDS PUBLIC HIGHERSECONDARY SCHOOL, 2015

## WORK EXPERIENCE

**ARK GLOBAL, KARACHI, *Customer Support Representative***

May, 2020 – July, 2020

**JAW BREAKER, KARACHI, *Floor Manager***

2018 – 2020

**DME/BRACES, KARACHI, *Customer Support Representative***

July, 2020v– June, 2021

**TLF (THE LEAD FORUM), *Sales Executive***

July, 2021 – January, 2022

- *Answer phones to assist customers with inquiries or issues*
- *Explain services offered by the company that could be beneficial to the customer*
- *Take notes of all customer calls for future reference*
- *Accept and process account payments and contracts*
- *Return phone calls to inquiring customers regarding company services and policies*

**TRIBE CONSULTINGS, *Senior Sales Executive***

February, 2022 – Till Date

- *DME Medicare Sales*
- *Serves customers by helping them select products.*
- *Drives sales through the engagement of customers, suggestive selling, and sharing product knowledge.*
- *Greets and receives customers in a welcoming manner.*
- *Responds to customers' questions.*
- *Provides outstanding customer service.*
- *Documents sales by creating or updating customer profile records.*

- *Processes payments by totaling purchases, processing checks, and store or other credit and debit cards.*
- *Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.*

### - ***Personal Information***

**Father's Name:** Mukhtar Pervaiz

**Religion:** Islam

**Nationality:** Pakistani

**Marital Status:** Single

**Date of Birth:** 18<sup>th</sup> of March 1998

## SKILLS

