



# Ahmed Tehami Awaan

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## Experience

October-28,2021 – Present

**Customer Support Representative** • Working in a US based medical campaign. Help patients in scheduling appointments with Doctor. Assisted patients with their queries and problems via calls, emails and chats. • **Sybrid Private Limited**

July, 2021 – September, 2021.

**Customer Support Representative** • Assisted customers to place new orders easily. Forwarded important and serious matters to the seniors. Transferred urgent calls to the required department. • **Ibex. Pakistan**

June,2020 – June,2021.

**Sales Executive** • Research information by using required resources. Coordinate with team regarding their pending clients or sales. Establish new business by calling new clients. Maintain records for all monthly sales. • **Sales and DME**

## Education

**BISE College - Abbottabad, Pakistan**

Intermediate in Pre-Engineering from BISE College with 1<sup>st</sup> Division.

**Army Public School & College - Abbottabad, Pakistan**

) Matriculation in Science from Army Public School & College with 1<sup>st</sup> division.

## Communication

Excellent written and verbal communication. Empathetic listener and persuasive speaker. Through my work experience, I have developed strong communication skills and I am able to convey points to different audiences. I am also a good listener which aids in my ability to intimately understand a situation and prepare an appropriate response.



Zamzama View Apt,  
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[Your Website]



### Time Management Skills

Set goals correctly, that are achievable and measurable. Prioritize tasks based on importance and urgency. Set a time limit to complete a task. Remove non-essential tasks or activities.

### References

Will be furnished upon request.

