



Maryum Tariq

Phone
0302-2512780

Date of Birth

Address
5C B 33/A Nazimabad karachi,Pakistan

OBJECTIVE

To join the a dynamics and progressive organization offering ample opportunities for diversified experiences , enhancement of professional skills and career growth.

SKILLS

- Quicks Books
- Fluent English
- Adaptability
- Collaboration
- Strong work Ethics

CONTACT

✉ maryumtariq768@gmail.com

in LinkedIn.com

LANGUAGE

- English and Urdu

EXPERIENCE

Hello International Marketing Solution

Customer Service Representative (10-Months)

Handle 200 calls daily Including signing up new customer.
Strong communication skills,customer relation & customer care.

Ambitious and hard working , Meet deadlines.

Able to perform well during stress period.

Maintaining the concentration & Focus in order to meet performance goals

SYNERGY TIMES

Chat and Email Support (4-months)

Handle Incoming and outgoing customer service inquiries generating and make sure that all inquiries are responded on time.

Handle payments disputes, reimbursement issues and specially wrongfully clamied payments

Responsible to maintain good reviews and feedback on the website.

ZUE (SMC-PVT).LTD

Assistant Executive(11-months)

Responsible to deal with all kinds of issues related to the DME campaign

Dealing with the Dr. Office for the approval of the prescription to full fill the criteria for the Billing department.

Informing the Patients about the delivery delays and also arrange the schedule according to the Patients convenience.

Work in upsell department and generates the excellent amount of revenue for the company

EDUCATION

Matriculation (science) from Karachi Board

Intermediate (per-medical)from Karachi Board

Professional Chef Course from me Skills valley Karachi
NAVTTTC

ACCP prime from Aptech(In progress)