

Sunny Punjwani S/o Salim

CNIC : 42101-3041283-1, Date of Birth : Feb 16, 1990

Marital Status : Single

Email : i.m.sunny@hotmail.com

Contact : 923158832261 (Phone Day), 923158832261 (Phone Evening), 923158832261 (Mobile)

Address : G-2, Rehmat Square, Block-7 Aishamanzil, F.B. Area, near Aghakhan Maternity Home, Karachi, Karachi, Sindh, Pakistan

Academics

Sep 2008 **Intermediate - Commerce**

siraj-ud-dullah, Karachi, Sindh, Pakistan with (Grade/GPA) C

Aug 2006 **High School - Scince**

New Generation High School, Karachi, Sindh, Pakistan with (Grade/GPA) C

Experiences

Jan 2014 - **CSR / SSR**

Present

ODDPALS, Karachi, Sindh, Pakistan

- Calling customer for their orders and verify their orders.
- Follow ups.
- Solve complain of customers.
- Confirm the order as been deliver or not.
- Take orders on call and place them manually.
- Maintain daily reports.
- Follow up from sellers for order and invoices.
- Support seller for technical issue and queries.
- Products listing on the site.

Jul 2011 - **Salesman**

Mar 2013

Milac Foods Outlets, Karachi, Sindh, Pakistan

- Maintaining outlet.
- Maintaining Stocks.
- Managing delivery orders.
- Target achievements.
- Managing Daily closing and opening report & monthly reports.
- Daily report for sales to the head office.

Jan 2011 - **2nd owner**

Present

Net Planet Communication , Karachi, Sindh, Pakistan

Providing front line support to all cable net clients to trouble shoot all LAN/Wan network.solve hardware and software problems.

Jan 2010 - **Virtual Assistant**

Apr 2011

TimeSvr.com, Karachi, Sindh, Pakistan

- Respond to customer inquiries.
- Complete daily task given by client.
- Call clients for inform their daily schedule.
- Provide supports to clients for their needs.
- Route calls to appropriate resource.
- Follow up customer calls where necessary.
- Complete call logs.
- Produce call reports.
- Data entry when clients need.

Languages

English

(Basic - Familiar)

Skills

Operating System: MS Windows 95 / 98 / XP / Photoshop / freehand
Desktop application S/W: MS - Office 97, 2000, XP, 2003, Outlook
Express.

(Expert)

References

Waqas khan

Owner at Net Planet Communication, Karachi, Sindh, Pakistan

Phone: 0331-2998433

Email:

Reference Type: Professional

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