



ASMA BUSUFAR

Riffa

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Highly self-motivated, resourceful, innovative person with good inter-personal skills & ability to work under pressure. With multi-tasking ability, team spirit and goal-oriented nature.

WORK EXPERIENCE

Customer Care Representative

In Allied Enterprises

August 2013 to December 2018

Passenger Service Agent

In Sharjah Aviation Service

July 2009 to November 2012

Customer Care Executive

In Idea Telecom Network (INDIA)

June 2007 to September 2008

Customer Care Executive

In Tata Telecom Network

February 2006 to May 2007

Main Tasks

- Upgrade Product Knowledge Level of Own against competitor
- Update the knowledge level of financial laws
- Know & Understand the local laws that governs retail auto sales
- Prospect Generation
- Increase latest collection accessories Sales
- Maintain Customer Database for future
- Maintaining neatness and cleanliness of showroom
- Plan & Establish Targets vs. Results
- Effective Usage of KPI goals to improve Sales Activities
- Active participation at In-house Training

SKILLS

Product & General Business Knowledge, Knowledge of Sales Operations, Understanding of product knowledge and selling techniques, Excellent Communication & Interpersonal skills, Customer relation skills both in person and over telephone, Good Communication Skills & Time Management Skills, Customer Handling Skills, Knowledge & Experience of Customer Relations Operations, Knowledge in Microsoft Office tools e.g. Outlook, Word, Excel, Power point., Advanced Computer Skills., Tally 7.0 accounting application. DECLARATION I solemnly declare that all statement made in above application are true to the best of my knowledge and belief. ASMA BUSUFAR.