



MUSTAEEEN KHAN

Customer Service Coordinator

OBJECTIVE:

To utilize my skills in development and to work in a highly competitive environment to seek new situations, pursue adaptability, create exceptional value and maximize my share of experience thus developing a phenomenally successful and to give the best of my qualification, experience and abilities.

Personal Profile:

Name: Mustaeen Khan
Date of Birth : 07/08/1995
CPR No : 950828823
Gender : Male
Passport No: ED0870502
Religion: Muslim
Nationality: Pakistani
Languages Known: English, Arabic
Urdu, Hindi

Contact:

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Address:

Manama, Kingdom of Bahrain

Email:

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EDUCATION

MA: Master of Arts

MA Urdu in Second Division From Hazara Universty Mansehra .

BA : Bachelor of Arts

BA in Second Division From Hazara Universty mansehra.

HSSC : Higher Secondary School Certificate From GHSS Baffa
Mansehra BISE Abbottabad Board.

SSC: Secondary School Certificate From GHSS Banked Lower
Kohistan BISE Abbottabad Board.

WORK EXPERIENCE

AL WAKRH CAR RENTAL W.L.L

Customer Services Coordinator

2017 – Present

Duties And Responsibilities

- With Great Knowledge Of Car Renting Policy, Agreement & Traffic Contravention Update.
- Dealing With Customer Inquiries About The Availability And Cost Of Vehicles.
- Taking Bookings And Explaining The Terms Of Rental Or Lease Agreements.
- Completing Paperwork With The Customer And Taking Payments.
- Showing Customers The Good Condition Of The Vehicle And Pointing Out Any Bumps, Scrapes, Or Special Features, And Cleanliness Of A Vehicle From Release & Received.
- Checking Mileage And Inspecting For Damage When Vehicles Are Returned.
- Providing Ongoing Service And Sales Support, If You Deal With Regular Business Leasing Accounts.
- The Ability To Accept Criticism And Work Well Under Pressure.
- Handle All Telephone And Email Inquiries In A Helpful Manner.
- Advised And Reviewed Rental Charges; And Provide An Accurate Receipt To The Customer.
- Complete Daily Lists, Reports, CID Reports, And Closing Reports And Report To Store In-Charge/MD.
- Verified Client Credentials And Collected Deposits Via Cash Or Credit Card.

Dahaleez International of Recruitment And Manpower Office Assistant

2015–2017

- General Administration Duties, Photocopying, Filing Etc.
- Create Daily, Weekly And Monthly Reports.
- Follow Up Daily Cash In And Cash Out Bank Deposits.

Computer Skill :

Operating System / Windows Installation
Microsoft Office – Word, Excel, Internet, Email etc..
Good Typing Skills

Holding Valid Driving License In Bahrain (Light Vehicle)

Hobbies and Interest:

Reading Quran Paak, News Papers
Listening News.
Participating in Sports like Ckricket & Football.