



KAINAT KHAN KHATTAK

Customer Service Representative

Contact Me

+971552810219
kthussain1999@gmail.com
Falls
Church, USA Brunswick , United
States America

Birth Date

13/Oct/2001

Other Info

Skills

- Detailed Oriented
- Multi Lingual
- English, Urdu,
Pashto
- Customer Service
- Inventory
Management
- Social Media
Marketing
- Filling
- Multi-Tasking
- Fast Learner
- Strong ability and
desire to sell
- Excellent

Summary

My name is Kainat Khan Khattak and I am a customer service representative. I make it my mission to address and solve customer concerns efficiently. I am an experienced and reliable customer service professional with a strong dedication to delivering customer experiences.

Education

Justice High School / Diploma

2019 - 2022

- Studied
International
Baccalaureate and
literature
- Pharmacy
Technician level 1
- High School Diploma
- GPA 3.98

Experience

Complete Pest Solution

January/2024 - September/2024

Office Manager

As the Office Manager, I organized and coordinated all office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. I am responsible for developing intra- office communication protocols, streamlining administrative procedures, and inventory control.

communication skill

- Skilled in working both independently and collaboratively as part of a team

Languages

English,Urdu,Pashto

Awards

- Academic excellence award
- Perfect Attendance award
- Academic excellence award
- Store of the Year

- Schedule Clients for their pest control treatments
- Processed credit card payments
- Filed away customer receipts

Weis Markets

March/2023 - June/2024

Shift Leader/Customer Service Associate/Cashier/Personal Shopper

- Smiles and greets customers, answers customer questions and helps resolve customer concerns promptly in a polite and professional manner.
- Follows company policies relating to customer check out to increase customer satisfaction.
- Operates Front End scanning equipment and register, performs all related check out procedures including properly bagging merchandise efficiently and placing merchandise in customer cart.
- Operates console and picker devices to ensure accuracy.

Walgreens

June/2010 - February/2023

Shift Leader/Cashier/Customer Service Associate

- Greeting and assisting customers with their shopping needs.
- Answering phone calls and customer questions.
- Providing information about products, promotions and services.
- Operating cash registers, processing transactions and planograms.