



Contact

+971 547212260

Email ID

karanvirdi980@gmail.com

Place of Residence

Dubai – UAE

Personal Profile

Full Name : Karandeep

Gender : Male

Nationality : Indian

Date of Birth : 09/08/1999

Marital Status: Single

Languages : English, Hindi
Punjabi

Passport Details

Passport No. : U 2488018

Issue Date : 21/01/2020

Expiry Date : 20/01/2030

Visa Status : Employment

KARANDEEP

POST APPLIED FOR: CUSTOMER SERVICE

Objective

To be associated with a well-established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making.

Skills

- Good communication skills.
- Very energetic result oriented and organized
- Efficient and well behaved person.
- Ability to work Hard and result oriented.
- Quick adaptable personality with any nature
- Proficient in Microsoft office, Word and Excel.

Work Experience

- Working as **CUSTOMER SERVICE REPRESENTATIVE** with **INSTASHOP, SPINNEY & WAITROSE** in Dubai for Feb.2023 to till present.
 - Providing introductory information to prospective and new customers
 - Ensuring that consumers are satisfied with products or services by handling complaints and inquiries
 - Following up with clients or customers by phone or email to check that they're still satisfied with their purchases
 - Letting patrons know about additional products or services that might benefit them
 - Determining the quickest, most effective ways to answer a client's or customer's questions.

➤ Worked as **STOCK ASSOCIATE** with **CB2 MALL OF THE EMIRATES** in Dubai for Jan 2021 to Jan.2023

- Providing introductory information to prospective and new customers
- Receiving of Deliveries 5 times a week .
- Updating daily achievements .
- Uploading and downloading the new deliveries using AX DYNAMICS .
- Communicating with the head office thru mails (PRO . LOG) .
- Ordering new stocks from warehouse and maintaining the availability in the stockroom.
- Tracking all the Variances from store to warehouse .
- Keep tracking of the item movement from store to warehouse .
- Declaring / removing the damaged items from the system .
- Calling the costumer to collect their sold items / online payment .

➤ Worked as **CUSTOMER SERVICE** with **Reliance Trend, Punjab** in India for 2018 to 2021

➤ **Educational / Professional Qualification**

- **Higher Secondary Education Punjab Board India**
- **Graduated :2018**

Declaration

I hereby declare that the above-mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular

KARANDEEP