

PHILIP PETER

Administration Assistant /Customer service

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United Arab Emirates Pakistani

SUMMARY

Results-driven, confident administrative assistant eager to work for a reliable organization. Eager to combine my great interpersonal and administration skills to perform clerical and record-keeping tasks and team management

EXPERIENCE

Office Admin 01/2023 - 01/2024
Gul motors changan automobile dealers Karachi

Automobile Car dealers

- Providing general administrative and clerical support including mailing, scanning, faxing, and copying to management.
- Maintaining electronic and hard copy filing systems.
- Performing data entry and scan documents.
- Typing several letters and memos.
- Performs other related duties as required.
- Handling incoming / outgoing calls.
- Updating & maintain the holiday, absence and training records of staff.
- Involvement in social media implementation.

Customer Servicer 01/2021 - 02/2023
Pie in the Sky Karachi

Pie in the sky bakery

- Greet customers and welcome them.
- Providing information to customers and taking orders.
- Open and close cash registers, perform tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Determining the quickest, most effective ways to answer a client's or customer's questions.
- Letting customers know about additional products or services.
- Process orders and fulfill customer inquiries to ensure customer satisfaction.

EDUCATION

Commerce 2021 - 2022
St Patricks college Karachi, Pakistan

LANGUAGES

English Intermediate Urdu Proficient



STRENGTHS

⚡ Your Strength

Proven ability to inspire and problem solving, Good communication skills, Ability to remain calm under pressure.

SKILLS

Leadership · Innovation · Empathy ·

Quick learner · Problem solving ·

Teamwork · Surveillance skills ·

Adaptability · Your Skill

Microsoft Windows All operating system ·

Microsoft office Word Excel Powerpoint

VOLUNTEERING

Scout

Adventure Scout Group

2020 - 2022

It is a group where you can have a pure scouting, I have worked here as a volunteer in the pandemic of corona virus and sincerely I have attended their seminars and training of teaching first aid and any hard situations

Organization

Dar ul sukun

2021 - 2022

Organize various events here helping elderly