



Zubair Naseer

My Core Competencies

- ❖ Quick Rapport Builder
- ❖ Good Communication Skills
- ❖ Positive Thinker & Attitudes
- ❖ Excellent Interpersonal Skills
- ❖ Excellent Team Worker
- ❖ Result Oriented Professional
- ❖ Excellent Organizational Skills
- ❖ Excellent Confidence
- ❖ Trustworthy Professional
- ❖ Excellent Goal Achiever
- ❖ Independent Task Management
- ❖ Good Listening Skills
- ❖ Excellent Product Selling Skills
- ❖ Very Good Work Ethics
- ❖ Good Analytical Skills
- ❖ Team Leadership Skills, etc.

Educational Qualifications

- ❖ **B.Sc. Science** (English, Chemistry, Zoology, Botany, Cosmetic chemistry, Nursery & Gardening, Disaster management, Environmental studies, Human genetics of basics HIV/AIDS)
- ❖ **1 Year Front Office Assistant Course** (Receptionist Job, Documentation, Hospitality, Client Management, Information Sharing and System Data Filling etc.)
- ❖ **12th – Non-Medical Subjects** (English, Physics, Chemistry, Mathematics and Physical Education)
- ❖ **1 Year Diploma in Computer Application**
- ❖ **5 Months Customer Care Associate Training Certificate** (Telecommunication Services, Call Handling, Client Management, Complaints and Returns, etc.)

Personal Details & Address

Name: Zubair Naseer
 Passport No.: V8701640
Visa Type: 3 Months Visit Visa
 Phone No.: +971-501104954
 E-mail: zubairnaseer166@gmail.com
 Address: Ras Al Khaimah, UAE

Curriculum Vitae

Career Objective – To formulate sales strategies, create marketing tools, and launch products with personal and organizational skills as professional sales executive or an innovative employee in your reputed company. Bringing 4+ years of experience from multiple fields and outstanding interpersonal competencies.

Professional Experiences

Customer Care Executive in Kashmir Telecommunication Office Bus Stand Pampore Pulwama Jammu and Kashmir, India.

- Call handling from customers and resolving the issues
- Supported the Queries and did the needful as per requirements
- Responded to team lead as and when need for official matters
- Promoted special Airtel offers for new customers to join Bharti Airtel Network
- Participated in the professional development training sessions for customer care executive for quality work assurance
- Delivered support services related to telecommunications, network administration and security
- Call handling from customers in Kashmiri, Hindi, and Urdu as per duty requirements, etc.

Sales Executive cum Cashier in Pharmaceutical Shop –Shahnawaz Medicate Pantha Chowk Srinagar, Jammu and Kashmir India.

- To give medicines to clients based on medical doctors' prescriptions
- Providing information to clients about quality of medicines and the standard of pharmaceutical companies
- To collect money from clients for medicines and handed over to the shop owner every day before closing the shop at night.
- Sometimes delivered prescribed medicines to the families based on emergency medical needs
- Checking the legality of prescriptions to avoid the issuance of drugs which can be used for drug addiction
- To provide emergency first aid at shop in case if any client needs emergency support
- To support village clients in emergency situations to give prescriptions based on doctor's online consultations or tele-prescriptions for Fever, Cold, Throat Infections, Asthma, etc.
- To inject ill clients in case doctor prescribed them to take injections for high fever, pain, infections, and multi-vitamins etc.

Available to Join Any Job Opportunity in the Below Mentioned Areas

- ❖ Customer Care Executive in Telecommunications
- ❖ Sales Executive in Telecommunications Sector
- ❖ Sales Executive in any Pharmaceutical Company or Branch Outlets
- ❖ Sales Executive in Pharmacy Shops
- ❖ Front Office Executive in any School or Company Office or Real Estate Office
- ❖ Receptionist in Any Hotel or Office Information Desk like Banks, etc.
- ❖ Sales Executive in Baking Sector to Sell Credit Cards & Personal Finance Plans, etc.
- ❖ Sales Executive or Cashier or Assistant Accountant in any Supermarket or Factory Outlet
- ❖ Assistant Teacher or ILSA or Storekeeper or Security Guard
- ❖ Computer Operator for Data Entry
- ❖ Maintenance Supervisor or any other job opportunity

Available to Join Immediately

MAXIMUM STAY 90 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY
الإدارة العامة للإقامة وشؤون الأجانب - دبي
GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

إذن دخول إلكتروني - eVisa



سياحية/سفرة-طويلة
Tourist/Single-Long

ENTRY PERMIT NO:

204/2022/77940096

إذن دخول رقم:

Date & Place Of Issue: 17-10-2022 Dubai

2022-10-17 دبي

تاريخ ومحل الاصدار:

Valid Until: 15-12-2022

2022-12-15

تاريخ صلاحية الدخول:

U.I.D. No:

229755636

الرقم الموحد:

Allowed to enter U.A.E to:

أجيز بدخول دولة الامارات العربية المتحدة الى:

Full Name: Mr. ZUBAIR NASEER NASEER AHMAD JOO

الاسم الكامل: زبير نصير نصير احمد جو

Nationality: INDIA

الجنسية: الهند

Place of Birth: WUYAN JAMMU AND KASHMIR

مكان الميلاد: ويان جامو اند كاشمير

Date of Birth: 07/04/2001

تاريخ الميلاد: 2001/04/07

Passport No: Normal / V8701640

رقم الجواز: عادي / V8701640

Profession: SALES REPRESENTATIVE

المهنة: مندوب مبيعات

Note: ENJOY YOUR VISIT & LEAVE BEFORE YOUR VISA EXPIRES SO WE CAN WELCOME YOU AGAIN

تنبه: تمتع بزيارتك و غادر قبل إنتهائها ليتم الترحيب بك مرة أخرى



إكسبو 2020 دبي
دبي، الإمارات العربية المتحدة
DUBAI, UNITED ARAB EMIRATES

دبي 2040
DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتواصل مع الإدارة يرجى الإتصال بخدمة امر
هاتف: 8005111 / 04-3139999
For any inquiry please call AMER SERVICE
tel : 04-3139999 / 8005111



كن آمناً في مجتمعك تعامل مع الأمين
A safer neighbourhood is a safer home.
Toll free 8004888. www.alameen.ae

تساقف مجتمعتك .. آمن مستدام
Community Solidarity ... Sustainable Security
800 4444 @ www.alameen.gov.ae



Certificate of Experience

To Whom It May Concern



This is to certify that Zubair Naseer S/o Naseer Ahmad Joo R/o Wuyan Pampore has worked as a salesman in our shop namely **SHAHNAWAZ MEDICATE** bearing DL NO. 14964/65 at Panthachowk Srinagar opposite Jamia Masjid. He was appointed on 13/03/2018 to 21/07/2021. He has gained more than three years of experience as **Salesman**. Besides this, he has also gained an experience as **Cashier**.

During his tenure in our shop, his performance, conduct and behavior has been good and satisfactory in all respects.

We wish him best of luck

Seal & Sign
SHAHNAWAZ MEDICATE
Panthachowk
Cell: 9906865476, 9596000953
D.L.No. 14964/65



सत्यमेव जयते

Himayat
NEED TO KNOW

Certificate No.: 601

Certificate of Proficiency

in Customer Care Associate

This is to certify that Ms./Mrs./Mr. Zubair Naseer

Daughter/Son/Wife of Naseer - Ahmed Joo has completed 1320 hrs. hours of training as per SSC/NCVT

Course Curriculum for SSC NSQF level I in Customer Care Associate from 1-Nov-2021

to 31-March-2022 with Shiv Education Society under Himayat initiative of Deen Dayal Upadhyaya Gramteen Kaushalya

Yojana (DDU-GKY).

Candidate ID No. SS0421 Date 15-Sep-2022



SHIV EDUCATION SOCIETY

Centre Manager
Himayat Training Center
Shiv Education Society
Pattan, Baramulla,
J&K



अनुसंधान और सूचना प्रौद्योगिकी का राष्ट्रीय संस्थान تحقیق اور انفارمیشن ٹیکنالوجی کا قومی ادارہ
NATIONAL INSTITUTE OF RESEARCH AND INFORMATION TECHNOLOGY (NIRAIT)
Centre of Computer Science & Technology
Under The Management of NIRAIT Trust

PAMPORE PULWAMA - 192121 (J&K)

Ph. No. +91 9682325675, 9000332976 e-mail - nirait_csc@yahoo.com

Registered by Government of Jammu & Kashmir & Directorate of Technical Education
Accredited with National Institute of Electronics and Information Technology (NIELIT),
(Formerly DOEACC Society, New Delhi),
An Autonomous Scientific Society of Department of Electronics & Information Technology,
Ministry of Communications & Information Technology, Government of India

DIPLOMA CERTIFICATE

This certificate is hereby awarded to

ZUBAIR NASEER

parentage **Mr. NASEER AHMAD JOO**

on successfully completion of

Diploma in Computer Application (DCA)

under the Registration No. **16787**

session **2016-2017**

duration **12 Months** and obtained the

grade **"A"**



Certificate No.: 0397

Dated: 10-Mar-2017



Authorized Signatory



AIRTEL SERVICE CENTER



Bharti Airtel Limited

Ref. No.: BA/Pvt.Ltd/PP/KMR/07/022

Date: 19 - 10- 2022

To Whom It May Concern

This is to certify that Mr. Zubair Naseer R/O: Wuyam Pampore Pulwama Jammu and Kashmir, India, has worked in Bharti Airtel Limited as Customer care Executive in Kashmir Telecommunication Office Bus Stand Pampore from 17 - 12 - 2020 to 19 - 10 - 2022.

His roles and responsibilities include:

- Call Handling from Customers and Resolving the Issues
- Supported the Queries and did the need full as per Requirements
- Responded to the Team Lead as and When Needed
- Participated in Professional Development Sessions for Customer Care Executives
- Promoted Special Airtel Offers for New Customers to Join Bharti Airtel Network
- Delivered Support Services related to Telecommunications, Network Administration & Security
- Call Handling from Customers in Kashmiri, Urdu, and English Languages as per duty requirements, etc.

Mr. Zubair Naseer is a competent customer care executive who believes that the customers' satisfaction is main priority for him and almost all his customers have rated him excellent in customer satisfaction surveys after received support services, get answered their queries and resolved their issues. His conduct and professional performance have remained outstanding throughout his service period.

We at Kashmir Telecommunication Bus Stand Branch Pampore wish him all the best for his future career endeavors.


Manager
Aadil Fayaz Rather
Bharti Airtel Pvt. Ltd

19/10/22

Kashmir Telecommunications Bus Stand Branch Pampore - 192121



Airtel Office: Kashmir Telecommunications Bus Stand Branch Pampore, Pulwama Jammu & Kashmir, India - 192121.
Contact No.: +91 - 8825055156 for any verification and reference of the candidate.

The Jammu & Kashmir State Board of School Education



Higher Secondary Part Two
Annual(Private)/Bi-Annual 2018-19

Serial No. **19BKTP-990064**

Roll No. **6113455**

Registration No. **N14381140007**



This is to certify that **Zubair Naseer**

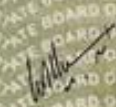
Son/daughter of **Naseer Ahmad Joo & Naseema Bano**

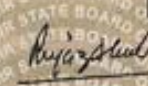
Passed the above examination of this Board, with **Second Division**

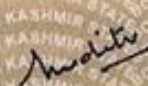
in the faculty of **Science** with the following subjects

1. General English
2. Physics
3. Chemistry
4. Mathematics
5. Physical Education

Srinagar : 8 Nov 19


JOINT SECRETARY


SECRETARY


CHAIRMAN