Talha Sajid

Customer support

Languages

Urdu (Fluent)

Hindi (Fluent)

English (Fluent)

Panjabi (Work Proficiency)

About

A Proactive and organized professional with experience in Sales and customer service. Collaborative and communicative, team player who strongly believes that qualitative work should always come first. Supporting colleagues in order to ensure completing different tasks and targets. Eager to learn more every day and meet new people, open minded and a well sense of work consciousness.

BRANDS WORKED WITH

Marks & Spencer   Moss Bros   Outfitters

Experience

Customer Support

Moss Bros | Jan 2022 - Now

• Proficiently managing the online ordering and reservation system, guaranteeing precise processing of all orders.
• Diligently overseeing sales transactions and ensuring seamless processing of payments within a bustling high traffic fashion retail establishment.
• Coordinating the procurement of fresh inventory from the warehouse to the storefront, as well as arranging prompt deliveries to valued customers.
• Exemplary execution of comprehensive stock management protocols, including accurate tracking, organization, and optimization of inventory levels

Marks & Spencer | Jan 2020 - Jan 2021

• Worked individually or in different teams
• Accurately and efficiently picked and dispatched products, exceeding time and accuracy targets
• Maintained working areas, in line with health and safety regulations

Customer Support

Outfitters | Jan 2015 - Jan 2018

Islamabad
Skillfully administering the digital ordering and reservation system, ensuring the meticulous handling of all customer requests.
• Attentively supervising sales transactions and guaranteeing the smooth processing of payments in a vibrant, high-volume fashion retail environment.
• Orchestrating the acquisition of new stock from the warehouse to the storefront, while also facilitating swift and reliable deliveries for our esteemed clientele.

Education & Training

2002 - 2016   **SCHOOL**

(OPF),