

Nahal Khalid

Work Experience

Customer Representative Officer

Hverse

October 2022 till Jan 2025

- Ensure that customer orders and transactions are processed in timely manner.
- Coordinate with other departments to resolve customer issues via email and phone.
- Pitch products to individuals by Utilizing leads data provided by marketing team or territory sales executives and direct potential customers to sales team
- Maintain records of customer interactions, transactions, comments, and complaints.
- Experienced in navigating through SAP

Office Assistant

A's Collegiate Nazimabad Campus

November 2020 to September 2022

- Responded to queries, provided information about programs, receiving and processing admissions.
- Collected fee and maintained petty cash.
- Kept complete record in software of students and staff.
- Assisted colleagues with administrative tasks.
- Contributed to team effort by accomplishing related results as needed.
- Updated social media handles as well.

Teacher

TEC Schooling System

English (Grade I to VII)

Oct 2019 to Oct 2021

- Implement the designated curriculum completely and in due time.
- Provided assistance for E-learning.
- Prepared worksheets for students.

Education

Bachelor in Commerce

H.I Osmania Govt. Girls College.

2019

Intermediate in Commerce

Govt. Degree Girls College

2017

Matriculation in Computer Science

KBCC & Secondary School

2015

Contact Me

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Certifications

Institute of Business

Management: (In progress)

- Diploma in Digital Marketing
- Diploma in Business Intelligence
- Diploma in Website Designing

A's Collegiate

- Graphics Designing

Creative Coaching Centre

- English Language

Software Skills

- MS Word
- PowerPoint
- Excel
- Illustrator

Personal Skills

- Cooperative
- Problem solving
- Willing to learn
- Good listener