

# Sadaf Pathan

Ahmedabad, Gujarat

sadafpathan0501@gmail.com - +91 9723180428

> Willing to work in a challenging position with a growing Organization where I can utilize interpersonal skills to serve the organization and enhanced the same.

## WORK EXPERIENCE

### **Customer Service Executive**

Tech Mahindra - Ahmedabad, Gujarat - September 2016 to Present

### **Tele Sales Executive**

HBL Global Pvt Ltd (HDFC Bank) - Ahmedabad, Gujarat - January 2016 to September 2016

### **Back Office Executive**

Office Staff - Ahmedabad, Gujarat - October 2014 to October 2015

Duration October 2014 to October 2015.

Responsibility:

- > Quality Check goods delivered
- > Maintaining accurate records
- > Reviewing sales performance
- > Receive Deliveries
- > Print Invoices
- > Scan all outgoing deliveries
- > Arrange any special delivery request eg personal collection
- > Update local and intl delivery status for customer orders

## EDUCATION

Gujarat University  
2014

F.D High School  
March 2009

## ADDITIONAL INFORMATION

Technical Qualification

- > MS Office
- > Internet