

ANAS RAHEEM

CUSTOMER SUPPORT EXECUTIVE

Old Airport, Doha, Qatar | anasbinraheem1245@gmail.com | +97477930498 | <http://linkedin.com/in/anas-raheem-31aa5a2ba>

Friendly and dedicated customer service professional with excellent communication skills and a passion for helping people. Skilled in problem solving, handling inquiries and ensuring customer satisfaction. Thrives in high-pressure environment and excels at building strong relationships with clients.

AREA OF EXPERTISE

- MS Office Suite
- Customer Service & Support
- Time Management
- Effective Communication
- CRM & Complaint Handling
- Fast Typing Speed

PROFESSIONAL EXPERIENCE

Compliance Officer - Al Emad Cars Apr 2025 - Jul 2025

- Monitored daily operations to ensure full compliance with company policies and regulatory requirements.
- Assisted with audits and helped keep documentation accurate.

Customer Support Representative - ibex. Global Aug 2024 - Mar 2025

- Resolved customer issues promptly, improving overall customer satisfaction scores.
- Handled customer complaints with patience and professionalism.

Sales Executive - Digitech Revolution May 2023 - Mar 2024

- Marketed products and achieved sales that exceeded monthly targets.
- Developed and maintained client relationships, leading to increased repeat business.

Service Point Agent - DHL Express Dec 2022 - Nov 2023

- Assisted customers with packaging, shipping, and tracking needs.
- Processed logistics documents accurately and efficiently to support smooth operations..

EDUCATION

Bachelor's in computer science Oct 2022 - Present

Virtual University of Pakistan

- Transferred after 4 semesters from Sir Syed University for financial reasons.

Intermediate (Pre engineering) Jul 2022

Govt. college for men karachi

Matriculation (Science) Mar 2020

The Beginners School

ADDITIONAL INFORMATION

- Languages:** English (Fluent), Hindi (Native)
- Certifications:** Certificate of Computer Information Technology (CIT)
- License:** Valid Pakistani Driving License
- Availability:** Immediately
- Visa Status:** Transferable