



TANIA MURTAZA



CONTACT

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Al Qusais 2 Dubai,UAE



SKILLS

Good verbal and written communication skills

Adaptability

Team work and Collaboration

Time management

Multi tasking

Critical analysis

Problem solving

Self discipline

Email writing

Research and Analysis

Creativity

Efficient in Microsoft office



LANGUAGES

English

Urdu/Hindi



PERSONAL DETAILS

Marital Status : Married

Nationality : Pakistani

Religion : Islam

Visa status : Husband sponsorship



OBJECTIVE

To join a dynamic team where I can utilize my skills, gain practical experience, and contribute positively to the company's success.



EXPERIENCE

Changan city Sales Lahore

July 2023 - Feb 2025

Customer relation Manager

- Collaborate with different department and cross-functional teams.
- Keep customers updated on the latest products in order to increase sales.
- Improve the relationship between the company and customers, increase customer satisfaction, maximize loyalty, and drive sales growth.
- Implement customer engagement strategies.
- Conduct training to new staff
- Reporting to HM and CEO of the company

Changan City Sales Lahore

Oct 2022 - July 2023

Customer relation officer

- Manage customer interactions and queries regarding products
- Troubleshoot issues.
- Resolve customer complaints quickly and efficiently.

Sales and Marketing Specialist

2020 - 2022

Consultant and Retailer (Online)

- Collaborate with team product, content, and design to ensure consistent sales



EDUCATION

University of Education Township Lahore

2018-2022

BS-Economics

GPGCW samnabad Lahore

2015-2017

FSC (Pre-medical)

Punjab Grammar school Lahore

2013-2015

Metric

