



JAHMAI PAUL

VIRTUAL ASSOCIATE



I am an energetic, committed and motivated person ,who sticks to the task at hand and am desirous of adding value to your business and the people who use its services.

SPECIALIZATIONS

- Customer Relations Management
- Inbound & Outbound Sales
- RingCentral
- Dubsado
- GSuite
- Calendly
- Click-Up

WORK EXPERIENCE

Customer Service Specialist

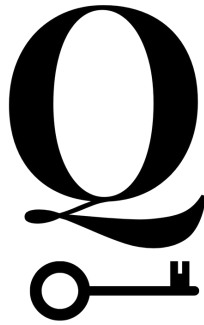
JULY 2020 - PRESENT

- Conducting Scheduled Initial Consultations with prospects
- Administrating the sales process by conducting follow-up calls, managing email communication and updating the CRM on daily basis.
- Managing Sales Pipeline
- Managing Call Reports
- Participating in short courses to improve skills in sales

EDUCATION BACKGROUND

UNIVERSITY OF TECHNOLOGY JAMAICA

BACHELORS IN BUSINESS ADMINISTRATION -
PRODUCTION AND OPERATIONS MANAGEMENT



Dear Sir/Madam,

Good day,

This serves as my formal application for the role of <ROLE> with <COMPANY NAME>.

With my role in <NAME OF ROLE> over the years, specifically in my current position as Accounts Manager with Qui, I've been one of the first points of contact with prospective and regular clients. This has equipped me with working knowledge on how to carry out my duties efficiently while adding value to clients.

I've also managed calendars, appointments and maintained rapport with all stakeholders involved. Ninety Percent (90%) of this level of engagement encouraged continued use of the Company's services, which resulted in return client visits.

I am confident that I am the best fit for this position as I'm a team player, have a passion for people, am willing to learn, able to work on my own initiative and prioritize and execute tasks in an efficient manner.

For further details, please see the attached resume for your perusal.

Jahmai Paul
Virtual Associate